

Memorandum of Understanding

Between

ETSU Students Completing Field Experiences

and

Clemmer College of Education and Human Development and Partner Schools

The purpose of this Memorandum of Understanding is to clearly identify the professional dispositions and behaviors that students are to exhibit during their field experiences.

Conduct

While completing a field placement, students must conduct themselves in a professional manner. Upon entering a field placement, students agree to follow the school system's rules as well as policies of Clemmer College of Education and Human Development and East Tennessee State University. Students should view this experience as an opportunity to learn from their mentor teacher(s) and to develop and demonstrate their teaching skills. Actions taken and words spoken during field experiences should be carefully considered, as they could affect continuation in their field placement and passing the related course.

Field Placements

Placements are made in partnership with the school districts and Clemmer College of Education and Human Development. Students are not allowed to request a specific district, school, or mentor teacher. Students will be placed with a licensed and experienced mentor teacher in the appropriate licensure area and grade ranges of their planned license. Students will not be allowed to request a specific grade level placement.

Attendance

Students must be at their assigned school according to the schedule they created with their mentor teacher. It is vital that the student email their mentor teacher immediately if an event occurs that will prevent the student from being on time or require the student to be absent. Students who have absences that are not warranted and/or fail to contact their mentor teacher may be removed from their placement.

Tardies and Leaving School Early

Tardies and/or leaving the school early without a valid or approved reason may result in removal from the field experience and/or a failing grade for the related course. Students are required to email their mentor teacher if they are going to be late to their placement. If students need to leave their placement early, they should get permission from their mentor teacher.

Dispositions/Professional Behaviors

Students completing field experiences are expected to follow all rules and policies of the school/school system, Clemmer College of Education and Human Development, and East Tennessee State University, including those pertaining to the Professional Dispositional Skills. Students should assume the role of an adult professional-in-training and behave accordingly. If students are unsure of appropriate professional behavior or encounter a problematic situation, the student should consult the mentor teacher, ETSU instructor, Program Coordinator, or school personnel as soon as possible for guidance and assistance

Other Dispositions/Professional Behaviors

- All students are expected to obtain a copy of the school and/or district student handbook to identify and adhere to policies related to dress code and physical appearance (e.g., hair color, piercings, tattoos, etc.)
- Handle ALL confidential information (student records, etc.) in a professional manner. Do not share information about the school, students, mentor teachers, etc., privately or publicly with others.
- Refrain from posting classroom materials, information, photos, or personal commentary on social networking sites.
- All students are expected to uphold the ETSU Honor Code. If you are not familiar with this statement and with the policy regarding plagiarism, you should review both these documents online or in a current catalog.
- The use of cell phones and other electronic devices not related to instruction is prohibited in the classroom.

Professional Dress and Disposition Policy

Pre-Service teachers are expected to maintain a professional appearance and disposition consistent with the standards of the teaching profession and the expectations of their assigned school.

Professional dress should be neat, clean, and appropriate for a K–12 educational environment. Attire should be modest, well-fitting, and free of distracting images, logos, or language. Clothing should align with the dress code of the placement school, with the understanding that student teachers are held to a professional standard. Footwear should be safe and appropriate for classroom responsibilities.

Professional disposition includes both appearance and conduct. Student teachers are expected to:

- Demonstrate respect for all students, faculty, staff, families, and community members
- Communicate clearly, professionally, and in a timely manner across all platforms (in person, email, phone, etc.)
- Exhibit punctuality, reliability, and preparedness each day
- Use professional judgment in dress and behavior based on the school setting and activities
- Model appropriate behavior and serve as a positive role model for students

Pre-Service teachers represent both themselves and their educator preparation program. Maintaining professional dress and disposition is essential to fostering a positive learning environment and building strong professional relationships. Failure to meet these expectations may result in corrective action in accordance with program and school policies.

Tennessee Mandatory Reporting

All members of the University community are responsible for compliance with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. Go to the Tennessee Department of Children's Services website to find out more information on how to identify and report child abuse and child sexual abuse. University students placed in school districts should proactively ask the field experience and residency site for the school's procedures for mandatory reporting and adhere to those reporting structures when possible. View full Mandatory Reporting protocol [here](#).

Students demonstrating inappropriate behaviors and/or dispositions will be subject to removal from their placement and, if necessary, dismissal from the Educator Preparation Program at East Tennessee State University.