

BOE Approval
No. 10/16/24



Putnam County Board of Education Agenda Request

Name of Person Making Request: Angie Knight

Department: Human Resources

Phone Number of Person Making Request:

Account Funding Code (if appropriate)

Backup included

Backup to follow

Requesting approval of the MOU between Putnam County Schools and East Tennessee State University for participation in clinical experiences.

Angie Knight
Angie Knight, HR Director
8/22/24

Angie Knight

Signature of Person Making Request

8/22/24

Date

[Signature]

Signature of Director of Schools

8/22/24

Date

received
08-22-24 MT



CLEMMER COLLEGE

EAST TENNESSEE STATE UNIVERSITY

Clinical Experiences

AGREEMENT BETWEEN THE PUTNAM COUNTY SCHOOLS AND EAST TENNESSEE STATE UNIVERSITY

THIS AGREEMENT entered into this 12 day of August 2024, by and between EAST TENNESSEE STATE UNIVERSITY on behalf of its Clemmer College, hereinafter referred to as the "University," and the PUTNAM COUNTY SCHOOLS, hereinafter referred to as the "School System".

WITNESSETH

In consideration of the mutual promise contained herein, the parties have agreed and do hereby enter into this agreement according to the provisions set out herein:

Purpose and Eligibility:

Students enrolled in an Educator Preparation Program at East Tennessee State University and who are eligible for participation in clinical experiences (field experiences and clinical residency practice) will be considered by the School System for participation in observational and classroom activities, including teaching. The purpose of this agreement is to define the responsibilities of the University and the School System providing these direct experiences for students in University.

Because of their differing functions, the School System and University have unique responsibilities. Therefore, it is essential that frequent and clear communication exist between the School System's designated contact person and the Director of Field Experiences and Residency. Sharing of responsibility is needed if all parties are to derive maximum benefit from this program. It is agreed that the School System and the University will collaborate to establish mutually beneficial efforts for both the School System and the University.

I. Responsibilities of the School System:

- A.** The School System will designate an administrator at each participating school and/or district to serve as its contact person. This administrator will assume the responsibility for collaborating with the Educator Preparation Program to establish criteria for student

selection of all clinical experience placements in the school. Any questions or problems arising which involve placements will be brought to the attention of the Director of Field Experiences and Residency by the School System's designated administrator.

- B. The School System will participate in only those clinical experiences which have been designated through the University's Director of Field Experiences and Residency Office.
- C. The School System will endeavor to provide placements for residency candidates in clinical practice with School System Based Faculty (mentors) within related licensure areas that meet the requirements of Clemmer College Criteria for Mentor Teachers (see below) and have an overall effectiveness of above expectations or significantly above expectations for the prior school year as documented by student learning outcomes (TVASS/EOC) and scores on TEAM evaluations.
- D. For Advanced Licensure programs, the School System will endeavor to provide placements for students with School System Based Faculty (mentors) within the related licensure areas that meet the requirements of Clemmer College Criteria for Mentor of Candidates in Advanced Programs (see below).
- E. The Administrator of participating schools will have the responsibility for determining the degree to which students conform to school policies. Problems arising from any breach of policy by students in clinical experiences should be referred by the Administrator to University's Director of Field Experiences and Residency.

II. Responsibilities of the University:

- A. University has designated a Director of Field Experiences and Residency who will assume the responsibility for coordinating clinical experiences in partnership with faculty of the School System. Any concerns or problems arising relating to placements in the School System should be brought to the direct attention of the Director of Field Experiences and Residency. It is then the Director's responsibility to work in partnership with the School System; as well as, University and/or department faculty to address any concerns and/or problems.
- B. University will provide clinical supervision of residency candidates by appropriate University personnel and school-based faculty as chosen by the University and the School System. It is the goal of University to establish clinical experiences and supervision of these experiences

which provide mutually beneficial relationships between the School System and the candidates.

- C. University will collaborate with the School System and School System Based Faculty to design specific assignments for each clinical experience in order to provide clear communication about the purposes and the expectations for the experience. University will conduct online and/or in-person professional development sessions with School System Based Faculty on mentoring residency candidates during clinical practice and other topics deemed appropriate by both the University and School System.
 - D. University will, in advance of the clinical experiences, provide the School System with a list of students who are eligible for field experience or clinical residency practice along with appropriate information about the students, and the School System will provide University with a list of mentors for clinical experiences. This list will ensure that mentors for clinical residency practice meet the Criteria of Mentor Teachers (see below). This will allow the School System and the University the opportunity for co-selection of residency candidates and mentor teachers. School System has the option of conducting interviews of the eligible residency candidates and selecting those they judge to be most appropriate for their programs.
 - E. University will inform all students visiting in the School System of their obligation to observe the policies and schedules of the School System in which the student is placed.
 - F. The students will agree to comply with the guidelines included in the University's Memorandum of Understandings or Field Experience Guidelines (see below). The students will acknowledge these agreements in writing prior to commencing the clinical experience.
 - G. University Director of Field Experiences and Residency is responsible for removing a clinical experience. Withdrawal may be the result of a request initiated within the School System or from the Director of Field Experiences and Residency.
 - H. In accordance with Tennessee Code Annotated § 49-5-5610, University certifies that a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation is performed for all students in clinical experience placements, and that the results indicate no criminal convictions that would result in the automatic revocation of a teacher's license pursuant to Tennessee state law and the rules of the State Board of Education. University agrees that a student will be removed from the assigned clinical experience should any such criminal charges and/or convictions occur during the period of assignment.
- III. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973,

Executive Order 11,246, and the related regulations of each. Each party assures that it will not discriminate against any individual because of race, religion, creed, color, gender, age, disability, or national origin. Neither party shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or those within its control or employ.

IV. Any and all claims against the University for personal injury and/or property damage resulting from the negligence of University in performing any responsibility specifically required under the terms of this Agreement shall be submitted to the Board of Claims or Claims Commission of the State of Tennessee. Damages recoverable against the ETSU shall be expressly limited to claims paid by the Board of Claims or Claims Commission pursuant to Tennessee Code Annotated Section 9-8-301 et. seq.

V. This agreement can be terminated by either party upon notice of 120 days. The terms of this contract will be renewed by August 1, 2025.

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

For Putnam County Schools



Director of Schools

Date 9/5/24

For East Tennessee State University:

Donna M. Miller for Kimberly D. McCorkle 8/19/2024

Dr. Kimberly McCorkle
Senior VP for Academics and Provost

Date

Criteria for Mentor Teachers
Clinical Residency Practice (Pre-residency, Residency I, and Residency II)
Clemmer College of East Tennessee State University

The following criteria will be applied in the selection of mentor teachers for Clinical Residency Practice (Pre-residency, Residency I, and Residency II):

1. Licensed fully in the grade level/content area.
2. Three years of successful P-12 teaching experience in the general grade level and content area or closely related area where the candidate seeks initial licensure.
3. Highly qualified.
4. Recommended by the principal or other appropriate supervisor based on the following:
 - a. Level of overall effectiveness of above expectations or significantly above expectations for the prior school year.
 - b. Demonstrated dispositions that support the development of teacher candidates, including
 - i. Willingness and ability to assume the roles expected of a mentor, such as advocate, counselor, coach, and critic.
 - ii. Willingness and ability to work as a team member to promote the development of a novice.
5. Interested in working with teacher candidates.
 - a. Understanding of the co-teaching model for preparing beginning teachers and implementation of strategies and responsibilities.
 - b. Willingness to have a candidate for Pre-residency, Residency I and Residency II experiences.
 - c. Preferred: Previous successful experience working with residency candidates.
6. Completion of appropriate university led orientation or professional development to serve as a mentor teacher, prior to or early in the first mentoring experience.
 - a. Providing mentors with written expectations for clinical experiences.
 - b. Providing mentors with written assignment guidelines and scoring guides
 - c. On-line Mentor Information form and other forms required for payment (W-9, direct deposit, name change, address change, etc.)
7. Willingness to provide feedback to Director of Field Experiences and Residency and university faculty.
 - a. Collaborate with program faculty to design specific assignments to connect theory and practical experiences.
 - b. Evaluation of program requirements, candidate performance, and experience with clinical supervisor and Office of Educator Preparation.

Exceptions to these criteria must be approved by the Director of Field Experiences and Residency, in consultation with the designated School System contact person(s), with a documented rationale for the exception. If appropriate, additional supervision and monitoring may be required.

**Criteria for Mentor Teachers
Advanced Programs
Clemmer College of East Tennessee State University**

The following criteria will be applied in the selection of mentor teachers for Advanced Programs:

1. Licensed fully in the grade level/content area.
2. Three years of successful P-12 experience within the specialty area where the candidate seeks an additional endorsement.
3. Highly qualified.
4. Recommended by the principal or other appropriate supervisor based on the following:
 - a. Evaluation in specialty area above expectations or significantly above expectations for the prior school year.
 - b. Demonstrated dispositions that support the development of advanced level candidates, including
 - i. Willingness and ability to assume the roles expected of a mentor, such as advocate, counselor, coach, and critic.
 - ii. Willingness and ability to work as a team member to promote the development of the advanced level novice candidate.
5. Interested in working with advanced level candidates.
 - a. Understanding of the implementation of strategies and responsibilities for preparing candidates at the advanced level and within the specific area of expertise.
 - b. Willingness to have a candidate for clinical experiences at the advanced level and within the specific area of expertise.
 - c. Preferred: Previous successful experience working with candidates.
6. Completion of appropriate university led orientation to serve as a mentor, prior to or early in the mentoring experience.
 - a. Providing mentors with written expectations for clinical experiences.
 - b. Providing mentors with written assignment guidelines and scoring guides.
 - c. Providing on-line orientation.
7. Willingness to provide feedback to Director of Field Experiences and Residency and university faculty.
 - a. Collaborate with program faculty to design specific assignments to connect theory and practical experiences.
 - b. Evaluation of program requirements, candidate performance, and experience with clinical supervisor and Office of Educator Preparation.

Exceptions to these criteria must be approved by the Director of Field Experiences and Residency, in consultation with the designated School System contact person(s), with a documented rationale for the exception. If appropriate, additional supervision and monitoring may be required.



**Memorandum of Understanding Between
Clinical Residency Candidates
And
Clemmer College and PUTNAM COUNTY SCHOOLS**

The purpose of this Memorandum of Understanding is to clearly identify the professional dispositions and behaviors that Candidates are to exhibit in their yearlong Clinical Residency Experience.

Conduct

While completing the yearlong Clinical Residency Experience, candidates must conduct themselves in a professional manner. Upon entering the yearlong Clinical Residency Experience, Candidates agree to follow the rules of the school system as well as policies of the Clemmer College and East Tennessee State University. Candidates 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 Residency should be carefully considered, as they will affect both the Candidate's Residency Evaluation and the written/verbal recommendations provided for the candidate by the mentor teachers, Clinical Supervisors, school administrators, and the Office of Educator Preparation.

Clinical Residency Placements

Placements are made in partnership with the school districts and Clemmer College. Clinical Residency candidates are not allowed to request a specific school, grade level, or mentor teacher. Candidates will be placed with a licensed and experienced mentor teacher in the appropriate licensure area and grade ranges of their planned license.

Attendance

Residency Candidates are required to be at their assigned school on the assigned days of the week. It is vital that the candidate contact the mentor teacher and Clinical Supervisor immediately if an event occurs that will prevent the Candidate from being on time or require the Candidate to be absent. Candidates who have absences that are not warranted and/or fail to contact their mentor teacher and supervisor may be removed from their placement. Candidates should submit attendance in two ways: 1. Sign in and out of the building through computerized attendance in the office. 2. Submit weekly attendance in Watermark for mentor teacher approval.

Make up Days

During Pre-Residency and Residency I, residency candidates will follow ETSU's calendar and must schedule to make up absence(s) with the mentor teacher and the Clinical Supervisor. During Residency II, Candidates will have absences added to the end of the placement. Candidates must coordinate with and receive approval from the mentor teacher and the Clinical Supervisor to make up the missed day(s). Excessive absences due to illness or other extenuating circumstances may interfere with graduation and/or result in a candidate's removal from the Clinical Residency placement. Candidates in Residency II follow the calendar of the School District rather than ETSU's calendar. (Ex: Fall and Spring breaks are based on the school calendar.)

Tardies/Leaving School Early

During Residency II, Candidates are expected to adhere to the school mandated arrival times required of their mentor teachers. Candidates must not be late nor leave early. Tardies and/or leaving the school early without a valid or approved reason may result in removal from the Residency placement and/or a failing grade. Please note that during Residency II, Candidates are to arrive early and depart after established dismissal times.

Seminars

All Residency Candidates must attend any seminars scheduled during the semester. The seminars are designed to prepare the candidate for his/her Teacher Performance Assessment (edTPA) that is completed during Residency II. Failure to attend the Residency seminars will affect the candidate's performance on the Teacher Performance Assessment and will affect the Teacher Candidate's overall grade for the Clinical Residency Experience. This could also impact their ability to obtain licensure.

Lesson Plans

All Residency Candidates will follow the Clemmer College Lesson Plan Template when being observed and evaluated by the Clinical Supervisor. A mentor teacher approved lesson plan may be utilized when the residency candidate is being observed and evaluated by the mentor teacher. Lesson plans must be submitted at least two (2) teaching days prior to the day the lesson will be taught in order to provide time for feedback and approval from the mentor teacher. Failure to turn in lesson plans to the mentor teacher at least two days before teaching the lessons in question can jeopardize the candidate's overall grade for the Clinical Residency Experience and can result in the candidate not being able to complete the experience.

Teacher Performance Assessment

The capstone project for the Clinical Residency Experience is the edTPA. This document will be uploaded to Watermark and scored by Pearson. It is the candidate's responsibility to insure this document is complete and ready to upload by the due date. The candidate will be required to attend all

edTPA support seminars. Failure to attend Residency Seminars will affect the candidate's performance on the Teacher Performance Assessment and will affect the Candidate's overall Residency grade; as well as, their ability to obtain licensure.

Outside Commitments

Candidates in Residency II are strongly encouraged not to work outside of school. Work or family/personal commitments cannot be excuses for failing to meet the commitments of Residency II. If commitments become problematic in terms of attendance and performance, the Candidate will be given the choice of withdrawing from his/her Residency placement or making the personal adjustments necessary to give full attention to the program. Candidates with family/personal commitments should make these commitments known to the Office of Educator Preparation as early as possible.

Dispositions/Professional Behaviors

Candidates are expected to follow all rules and policies of the school/school system, Clemmer College, and East Tennessee State University, including those pertaining to the Professional Dispositional Skills located in the Residency Handbook. Candidates should assume the role of an adult professional-in-training and behave accordingly. If a candidate is unsure of appropriate professional behavior or encounters a problematic situation, the Candidate should consult the mentor teacher, Clinical Supervisor, or other school personnel as soon as possible for guidance and assistance.

Other Dispositions/Professional Behaviors

- Handle ALL confidential information (student records, etc.) in a professional manner. Do not share information about the school, students, mentor teacher, etc., privately or publicly with others.
- Refrain from posting Residency 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.

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



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I understand that I am a representative of Clemmer College of East Tennessee State University, a guest in my Clinical Residency Placement(s), and expected to act in a professional manner at all times. I have read the Memorandum of Understanding and will adhere to the requirements identified therein.

Candidate (print name):

Signature:

Date:

Office of Educator Preparation, Clemmer College Field Experience Guidelines

Field experiences allow students the opportunity to complete observational or hands-on experiences within a classroom of a partnering school district. Students encounter multiple field experience opportunities working through the programs within Clemmer College. These experiences should expose students to many teaching styles and pedagogies. Any course requiring field experience hours must follow the guidelines below. This information can also be found at: <https://www.etsu.edu/coe/educator-preparation/field-experiences.php>

- Complete the online Field Experiences Placement Request Form by the deadline. **Please note- Online Field Experiences Placement Request Form cannot be completed after the placement deadline; therefore, students cannot be placed after this deadline.**
- Complete required documentation and background checks prior to all school placements. Students will not receive a placement until the Field Experience Placement Request form and Background Check Package or Affirmation are complete.
- Contact the assigned field placement mentor teacher via email within 7 days after receiving the assigned placement.
- Establish a clear schedule with the field placement mentor teacher before completing hours and make sure he/she is notified of any changes or absences in advance.
- Notify the Office of Educator Preparation ASAP regarding issues or concerns with the placement or of extenuating circumstances that might interfere with the field placement.
- Allow for adequate time in the semester to complete required hours.
- Follow all rules and policy of the school/school system of placement (i.e., dress code, professionalism, etc.).
- Maintain confidentiality with ALL student information (student records, conversations, etc.).
- Do not share information about the school, students, mentor teacher, etc., privately or publicly to others.
- Refrain from posting Residency materials, information, photos, or personal commentary on social networking sites.
- Refrain from serving where you have close friends or relatives due to a conflict of interest and confidentiality issues.
- Avoid bringing others (e.g., personal child, significant other, etc.) with you to the assigned school.
- Upon their arrival and departure, students should sign in and out of the school in the office using the school's procedures.
- Logged hours must match the total amount of hours indicated on the Field Experiences Verification Form.
- Turn in the Field Experience Verification Form to the Office of Educator Preparation no later than **the last day of classes. Provide required paperwork to your instructor per syllabus deadlines.**

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](#).



Please note the Honor Code and Pledge stated below that addresses falsifying information. Falsification of hours will not be tolerated.

Honor Code

East Tennessee State University is committed to developing the intellect and ethical behavior of its students. Students found to be in violation of policies on plagiarism, cheating, and/or fabrication will be held accountable for their actions. Any knowledge of academic misconduct should be reported. Students are expected to act with honesty, integrity, and civility in all matters. Honor Code revised and adopted February 16, 2012.

Honor Pledge

By becoming a member of the campus community, students agree to live by the standards of the honor code and thereby pledge the following: "I pledge to act with honesty, integrity, and civility in all matters." Honor Pledge revised and adopted February 16, 2012.

I understand that I am a representative of Clemmer College of East Tennessee State University, a guest in my field experience placement, and expected to act in a professional manner at all times. I have read the Field Experience Guidelines, Mandatory Reporting Statement, and the ETSU Honor Code and Pledge and will adhere to the requirements identified therein.

Student (print name) _____

Student Signature _____

Date _____