



To Whom It May Concern,

The Office of Internships and Field Experiences at Ashland University has revised our Financial Agreement. This revision now offers our partners an option to receive Ashland University vouchers or a payment. This agreement will be valid for five years. Please take the time to review the attached document, sign it, and return it by e-mail to your respective Field Director or by mail to 401 College Ave, 240 Dwight Schar College of Education, Ashland, OH, 44805. Please note that this agreement may be modified or supplemented by a written agreement signed by both parties. If changes are needed to the document, please e-mail the modified or supplemented written agreement to me so I can secure the appropriate signatures. Your partnership is valuable to us, and thank you for hosting Ashland University teacher candidates. We appreciate the dedication of your staff and faculty in facilitating the development of the next generation of educators.

Sincerely,  
Dr. Carla Abreu-Ellis, Ph.D.  
Associate Professor

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**Ashland University**  
**Dwight Schar College of Education**  
**Exchange of Service Agreement for Field Experiences and Internships**  
**effective Fall 2017 semester (03/17)**

This is a partnership agreement between \_\_\_\_\_ School District herein referred to as School District and Ashland University, herein referred to as University, to provide off-campus field-based experiences related to teaching in the schools. Field-based experiences include field experiences and student teaching/internships.

The University shall be represented in matters related to internships and off-campus field-based experiences associated with teaching by the Director of Field Experiences and Internships and the Dean. The designated School District coordinator shall represent the school district. This agreement demonstrates compliance with the State of Ohio Standards for Colleges and Universities preparing teachers.

**The School District agrees to the following:**

The School District shall provide field-based experiences related to teaching for teacher candidates of the University. The experiences may include internships as well as other field experience courses. Significant responsibility for guiding the teacher candidate through field-based experiences rests with the cooperating teacher; accordingly, the work of the cooperating teacher is vital to the success of field-based experiences. Cooperating teachers shall be nominated by the designated School District official and selected by the designated University official. All teachers nominated as cooperating teachers shall have given their consent for nomination. To qualify as a cooperating teacher, the teacher shall hold an appropriate bachelor's degree, a provisional or higher-grade teaching certificate or license, and have a minimum of three years of successful teaching experience, with one year in his or her present position.

Once the University selects the cooperating teacher(s), they shall be given all the possible support and assistance in their work with the teacher candidate, by both the School District and the University. The cooperating teacher shall be offered to participate in up to a five-hour orientation module conducted by the University online and be offered to receive continuing education units.

The cooperating teacher will give the teacher candidate ample opportunity to demonstrate independently a variety of planning and instructional skills related to his/her licensure field(s). Cooperating teachers will be expected to evaluate, in writing, the field-based experience on the basis of guidelines supplied by the University and approved by the School District. Field experience teacher candidates or interns shall not serve as a substitute teacher when the cooperating teacher is absent, unless the candidate holds a valid license.

**The University agrees to the following:**

Teacher candidates are prepared and have met all university requirements for field experiences and internships. The University ensures that teacher candidates have completed the Ohio "Good Moral Character" affidavit. Upon request, the cooperating teacher and/or School District will be supplied with information regarding a teacher candidate. The cooperating teacher working with teacher candidates in field-based experiences and/or internships will be supplied with an electronic handbook for requirements and procedures. The University will provide access to online training modules each semester for the cooperating teacher. The University will provide a supervisor to serve as a liaison between the cooperating teacher and the teacher candidate. The University supervisor is responsible for continuing the orientation process at the school site.

Each teacher candidate is required to complete a criminal background check processed by the Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation prior to beginning any field experience and/or internship. The BCI and FBI Verification Letter(s) are available upon request from the teacher candidate due to privacy regulations.

The field experience and/or internship teacher candidates will adhere to professional dress code and work collaboratively with cooperating teachers, the university supervisor, and others in the building. Teacher candidates will adhere to all school districts' policies and procedures and demonstrate knowledge in the content area. Professional activities include, but are not limited to assisting cooperating teachers in duties related to teaching, limited supervised teaching, helping grade papers, taking attendance, keeping records, providing tutorial instruction for students who need special help, and assisting in other professional duties. The teacher candidate will be expected to gradually assume as much teacher responsibility for a series of days, as the cooperating teacher and university supervisor deem appropriate. Teacher candidates will demonstrate professionalism and ethics when interacting with students and other school personnel.

All teacher candidates placed in field-based experiences will be assigned to a university supervisor who will carefully assist and advise on matters related to the experience. The university supervisor shall be responsible for assigning grades for field-based experiences and internships. Should a problem arise with a teacher candidate, the university supervisor and cooperating teacher should attempt to resolve the problem. If no solution can be reached by these individuals, the cooperating teacher or the university supervisor may contact the

appropriate Director of Field Experiences and Internships in conjunction with District personnel. After careful review of available options, a decision will be made by both parties on whether or not to withdraw a particular teacher candidate from a field-based experience/ internship.

#### **Benefits for School Districts:**

Districts will receive various support services without cost by teacher candidates. In addition to these services, Districts will receive compensation for Sophomore Level Field Experiences (EDEC 268, EDIS 230, EDCI 230SEC, EDCI 230PK, and EDCI 236). Forty dollars (\$40.00) per teacher candidate will be paid to the School District. At the sophomore level, the teacher candidate serves as a Teacher Aide/Assistant to the cooperating teacher and teaches four lessons (45-60 hours during the semester).

#### **Services provided beyond the sophomore field experience include either Option A or Option B.**

**Option A:** The issuance of Tuition Waiver Vouchers by the University in accordance with provisions herein set forth. Each Voucher will be accepted by the University as partial payment for the regular tuition charges for an education course worth at least one graduate credit offered during the academic year and/or in summer school or for workshops taken at the University. A Voucher is applicable to tuition only. Agreement conveys no obligation on the part of the University to admit an employee of the district who would not otherwise meet admission requirements. The Graduate School official for the University shall make such eligibility decisions.

This Voucher will be accepted by Ashland University for a maximum of one hundred sixty-six dollars (\$166.00) toward a Professional Development Services graduate workshop or two hundred dollars (\$200.00) toward a graduate credit education course. A maximum of two vouchers can be applied by an individual for a single graduate workshop, course, field, or capstone experience.

There is no obligation on the part of the University to admit students who do not satisfy admission requirements. The voucher can only be used towards the cost of credit hours. Vouchers are valid for a period of one year (12 months) and expire on the date noted on the voucher. The vouchers may be redeemed at any time prior to the expiration date of said voucher. Vouchers not used or redeemed by the expiration date shall have no further value. Lost vouchers will not be reissued.

The voucher is made out to the school district. The school district then assigns the voucher according to policies determined by the school district. The school district should distribute the vouchers as soon as possible upon receiving them. The University will maintain a record of services provided by the school system and present vouchers at the end of each semester in the University calendar.

Districts will receive one (1) Graduate Credit Tuition Waiver Voucher for each teacher candidate placed in the school district with a cooperating teacher for a Junior, Senior, and Bachelor's Plus Level Field Experiences EDEC 330, 417, 587, 588; EDIS 330, 340; EDCI 330SEC, 330PK, 336; EDFN 587, 588 or EDIS 587, 588 or 589 teacher candidates. Only one voucher will be issued even if there is more than one cooperating teacher working with the teacher candidate. The teacher candidate serves as a tutor, team-teaches, and independently teaches lessons (90-150 hours).

Districts will receive two (2) Graduate Credit Tuition Waiver Vouchers for each teacher candidate placed in the school district with a cooperating teacher for an EDEC 460, 466, 600; EDCI 461, 467, 469, 601, 602, 607; EDIS 464, 465, 466, 592, 606, 607, and 608 internships. The internship is for the full school day for 14 weeks. For a 7-week placement, only one Tuition Voucher will be issued.

**Option B:** Payment is made out to the school district. The school district then assigns the payment according to policies determined by the school district. The school district should distribute the payment as soon as possible upon receiving them. The University will maintain a record of services provided by the school system and present payment at the end of each semester in the University calendar.

Districts will receive a university check for one hundred dollars (\$100.00) per Junior, Senior, or Bachelor's Plus field experience teacher candidate including EDEC 330, 417 587, 588; EDIS 330, 340, 587, 588, 589; EDCI 330SEC, 330PK, 336; and EDFN 587, 588. Districts will also receive a university check for one hundred dollars (\$100.00) per candidate for teacher candidates completing a 7-week internship including EDEC 460, 466, 600; EDIS 464, 465, 466, 592, 606, 607, 608; EDCI 461, 467, 469, 601, 602, 607. For teacher candidates completing a 14-week internship including EDEC 460, 466, 600; EDIS 464, 465, 466, 606, 607, 608; EDCI 461, 467, 469, 601, 602, 607. Districts will receive a university check for two hundred dollars (\$200.00) per candidate.

#### **Means for Revisions to Meet Changing Needs and Conditions:**

The Director of Field Experiences and Internships is responsible for coordinating revisions that are necessary to meet changing needs and conditions. School personnel, university supervisors, and teacher candidates are given the opportunity to make suggestions for needed revisions on the Evaluation Form provided at the end of each semester. Opportunities for suggestions are also provided during the Field Experience Advisory Council meetings held twice a year.

#### **The Parties Mutually Agree:**

This agreement represents a unified school district position regarding arrangements to provide field experiences for University teacher candidates (i.e., unified implies positions on which

teachers and administrators are in agreement). The Board of Education of the school system has the responsibility for providing assurance that the agreement is a unified one.

In the event of a strike or work stoppage in the host school district, the university teacher candidate shall not report to school nor be in or near the school building of assignment.

This agreement is subject to annual review in April of each year by the host School District and the University. If such review is deemed unnecessary by the School District or the University, such agreement will be deemed ongoing for up to five years. Such review shall include discussion of services rendered by both parties, placement and supervision practices, and the provision of appropriate district compensation. Issues, which arise, shall be handled through the appropriate representation of each institution as indicated in this agreement.

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We accept the conditions of this agreement and authorize the placement of Ashland University teacher candidates for field-based experiences/internships in our school system.

Choose:

Option A ☐ Vouchers


OR

Option B ☐ Payment

Effective date of this agreement: Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

  
\_\_\_\_\_  
Dean, College of Education  
Ashland University

\_\_\_\_\_  
Superintendent  
Designated School District

  
\_\_\_\_\_  
Director, Office of Field  
Experiences & Internships

\_\_\_\_\_  
Designated School District Contact

March 16, 2017