



## **Field and Clinical Experiences Memorandum of Understanding**

WHEREAS, the Department of Elementary and Secondary Education has amended the requirements for all field and clinical placements; and

WHEREAS, the Department of Elementary and Secondary Education has decreed all field placements be made through the Office of Field and Clinical Experiences; and

WHEREAS, Southeast Missouri State University is committed to high quality teaching experiences for teacher candidates and PreK-12 partner classrooms; and

WHEREAS, our regional school systems have a long history of collaboration in the pursuit of producing competent teacher graduates.

NOW THEREFORE, as collaborative educational entities, we express our mutual understanding and relationship as follows:

### **1. SCOPE OF THE AGREEMENT**

This Memorandum of Understanding defines an agreement between the Signing Organizations and Southeast Missouri State University. Its intent is to establish, and define activities carried out by all teacher candidates in the College of Education at Southeast Missouri State University and PK-12 schools.

### **2. COMMUNICATIONS AND CONTACT INFORMATION**

All communication between Southeast Missouri State University and the Pre-K – 12 school districts will be made between the Office of Field and Clinical Experiences at Southeast Missouri State University and the school districts' field and clinical contact officer.

### **3. PLACEMENTS**

Teacher Candidates' placement requests will be taken into consideration; however, these requests are not guaranteed. If a school district makes a written formal request for a particular teacher candidate, Southeast Missouri State University will, within state regulation, honor that placement request.

### **4. DURATION/EXPECTATIONS**

Field and Clinical placements will take place in the following ways:

#### All Pre-Education Majors

Field	Majors	Grades	Candidate Expectations	University Supervisor Expectations	University Supervisor Experience Criteria	Cooperating Teacher Expectations	Cooperating Teacher Experience Criteria	Duration
Semester 2 Field 1 ED280 ME222	All Education Majors	Pre-K12	<ul style="list-style-type: none"> <li>Observe Master Teachers, students' responses, classroom environment</li> <li>Tutoring with United Way (if chosen)</li> <li>Showing up when indicated</li> <li>Interview cooperating teacher</li> <li>Share schedule with the cooperating teacher</li> </ul>	<ul style="list-style-type: none"> <li>Ensure candidate's placement/background check</li> <li>Ensure attendance</li> <li>Collecting feedback journals</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of 5 years' experience in Pre-K-12 schools and/or educator preparation</li> <li>Master's + Degree</li> </ul>	<ul style="list-style-type: none"> <li>Allow university students to observe lessons</li> <li>Allow time for a brief interview</li> </ul>	<ul style="list-style-type: none"> <li>At least 3 years teaching experience</li> <li>One full year in building/grade level</li> </ul>	<ul style="list-style-type: none"> <li>2-3 hours/week (flexible within departments)</li> <li>12 total weeks</li> <li>Beginning the 2<sup>nd</sup> week of the semester</li> <li>37.5 field hours (15 possible tutoring)</li> </ul>

#### Elementary, Early Childhood, & Exceptional Child\*

Field	Majors	Grades	Candidate Expectations	University Supervisor Expectations	University Supervisor Experience Criteria	Cooperating Teacher Expectations	Cooperating Teacher Experience Criteria	Duration
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Semester 5 Literacy Field EL314	Elementary, Early Childhood, & Exceptional Child	1-6	<ul style="list-style-type: none"> <li>• Collaborate with cooperating teacher and partner teacher</li> <li>• Teach 2 team lessons</li> <li>• Teach 1 solo lesson</li> <li>• Lessons must fit into the cooperating school's curriculum and pacing chart</li> <li>• Self-reflect on each lesson</li> <li>• Collect and utilize pre and post-test data</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an Orientation for teacher candidates and cooperating teachers with the building principal</li> <li>• Evaluate each candidate three times</li> <li>• Discuss the progress of the candidates with the cooperating teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 5 years' experience in Pre-K-12 schools and/or educator preparation</li> <li>• Master's + Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Model Literacy Lessons</li> <li>• Observe/mentor 3 candidate lessons</li> <li>• Alert university supervisor of any candidate concerns</li> <li>• Complete end-ofterm online survey</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years teaching experience</li> <li>• One full year in building/grade level</li> </ul>	<ul style="list-style-type: none"> <li>• 2 half days</li> <li>• 12 total weeks</li> <li>• Beginning the 3<sup>rd</sup> week of the semester</li> </ul>
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\*Semester 5-6 Elementary, Early Childhood, & Exceptional Child candidates come to the classroom in pairs unless there is an odd number of candidates.

Elementary, Early Childhood, & Exceptional Child*								
Field	Majors	Grades	Candidate Expectations	University Supervisor Expectations	University Supervisor Experience Criteria	Cooperating Teacher Expectations	Cooperating Teacher Experience Criteria	Duration
Semester 6 Content Field CE364/366	Early Childhood	Pre K- K	<ul style="list-style-type: none"> <li>• Collaborate with cooperating teacher and partner teacher</li> <li>• Teach 1 SS play based lesson</li> <li>• Teach a math, science, and integrated lesson</li> <li>• Work intensely with a Case Study student</li> <li>• Interview an administrator</li> <li>• Classroom management reflections</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an Orientation for teacher candidates and cooperating teachers with the building principal</li> <li>• Evaluate each candidate three times</li> <li>• Discuss the progress of the candidates with the cooperating teacher</li> </ul>	<ul style="list-style-type: none"> <li>□ Minimum of 5 years' experience in Pre-K-12 schools and/or educator preparation □</li> <li>Master's + Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Model Lessons</li> <li>• Observe/mentor 4 candidate lessons</li> <li>• Give topics for lessons</li> <li>• Complete end-ofterm online survey</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years teaching experience</li> <li>• One full year in building/grade level</li> </ul>	<ul style="list-style-type: none"> <li>• 2 half days</li> <li>• 10 total weeks</li> <li>• Beginning the 4<sup>th</sup> week of the semester</li> </ul>

\*Semester 5-6 Elementary, Early Childhood, & Exceptional Child candidates come to the classroom in pairs unless there is an odd number of candidates.

**Elementary, Early Childhood, & Exceptional Child\***

Semester 6 Content Field EL350	Elementary & Exceptional Child	1-6	<ul style="list-style-type: none"> <li>• Collaborate with cooperating teacher and partner teacher</li> <li>• Teach 2 math lessons using team teaching</li> <li>• Teach 2 social studies lessons using team teaching</li> <li>• Teach 2 science lessons using solo teaching</li> <li>• Teach extra lessons the cooperating teacher assigns</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an Orientation for teacher candidates and cooperating teachers with the building principal</li> <li>• Evaluate each candidate three times</li> <li>• Discuss the progress of the candidates with the cooperating teacher</li> </ul>	<input type="checkbox"/> Minimum of 5 years' experience in Pre-K-12 schools and/or educator preparation <input type="checkbox"/> Master's + Degree	<ul style="list-style-type: none"> <li>• Model Math, Science, Social Studies, and/or Health Lessons</li> <li>• Observe/mentor candidate lessons</li> <li>• Complete end-ofterm online survey</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years teaching experience</li> <li>• One full year in building/grade level</li> </ul>	<ul style="list-style-type: none"> <li>• 2 half days</li> <li>• 13 total weeks</li> <li>• Beginning the 3<sup>rd</sup> week of the semester</li> </ul>
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\*Semester 5-6 Elementary, Early Childhood, & Exceptional Child candidates come to the classroom in pairs unless there is an odd number of candidates.

**Elementary, Early Childhood, & Exceptional Child\***

Semester 7 Advanced Field EL430	Elementary & Early Childhood	1-6 Pre-K-3	<ul style="list-style-type: none"> <li>• Collaborate with cooperating teacher</li> <li>• Teach 5 assessed lessons</li> <li>• Teach at least 4 nonofficially observed lessons</li> <li>• Working with individual, small groups, and whole class</li> <li>• Creating and implementing a unit plan including differentiation, assessment, and classroom management</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an Orientation for teacher candidates and cooperating teachers with the building principal</li> <li>• Evaluate each candidate 5 times</li> <li>• Discuss the progress of the candidate with the cooperating teacher</li> <li>• Teach on-site lessons with candidates from 8-9</li> </ul>	<ul style="list-style-type: none"> <li>□ Minimum of 5 years' experience in Pre-K-12 schools and/or educator preparation □</li> <li>Master's + Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Model Lessons</li> <li>• Observe/mentor 3 candidate lessons</li> <li>• Mentor candidate in the process of unit plans, differentiation, assessment, and classroom management</li> <li>• Discuss the progress of the candidate with the cooperating teacher</li> <li>• Complete end-ofterm online survey</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years teaching experience</li> <li>• One full year in building/ grade level</li> </ul>	<ul style="list-style-type: none"> <li>• M/W/F / 8:0012:00: 10 weeks</li> <li>• Mon. seminar 8-9 on site</li> <li>• 12 total weeks</li> <li>• Beginning the 3<sup>rd</sup> week of the semester</li> </ul>
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**Elementary, Early Childhood, & Exceptional Child**

Field	Majors	Grades	Candidate Expectations	University Supervisor Expectations	University Supervisor Experience Criteria	Cooperating Teacher Expectations	Cooperating Teacher Experience Criteria	Duration
Semester 7 Advanced Field EX309	Exceptional Childhood	K-12	<ul style="list-style-type: none"> <li>• Collaborate with cooperating teacher</li> <li>• Teach 5 assessed lessons</li> <li>• Assist in writing/conducting an IEP??</li> <li>• Conduct behavior assessment of a selected pupil, develop an intervention program, and conduct end of semester evaluation of the student's progress</li> <li>• Assist cooperating teacher with supervision, lunch/recess supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an Orientation for teacher candidate and cooperating teachers with the building principal</li> <li>• Evaluate each candidate three times</li> <li>• Discuss the progress of the candidate with the cooperating teacher</li> </ul>	<ul style="list-style-type: none"> <li>□ Minimum of 5 years' experience in Pre-K-12 schools and/or educator preparation □ Master's + Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Resource Room</li> <li>• Model Lessons</li> <li>• Model IEP Process</li> <li>• Select a student to serve as a focus for functional behavior assessment and behavior intervention plan</li> <li>• Share relevant information about student with candidate</li> <li>• Observe/mentor 3 candidate lessons</li> <li>• Permit candidates to perform as aides in classroom</li> <li>• Invite candidates to professional development</li> <li>• Complete end-ofterm online survey</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years teaching experience</li> <li>• One full year in building/grade level</li> </ul>	<ul style="list-style-type: none"> <li>• 2 half days</li> <li>• 13 total weeks</li> <li>• Beginning the 3<sup>rd</sup> week of the semester</li> </ul>

### Middle and Secondary Majors

Field	Majors	Grades	Candidate Expectations	University Supervisor Expectations	University Supervisor Experience Criteria	Cooperating Teacher Expectations	Cooperating Teacher Experience Criteria	Duration
Semester 6 Field 2 SE355 ME270	Middle/ Secondary School	5-9 & 9-12	<ul style="list-style-type: none"> <li>Keep schedule open from 8:00am- noon on Tuesdays and Thursdays for field work (Music: 8-10 for 2 weeks; last 5 weeks daily)</li> <li>Collaborate with cooperating teacher and partner teacher</li> <li>Become familiar with the school policies, classroom instructions &amp; curriculum</li> <li>Teach 3 lessons that fit into the cooperating teacher's sequence of curriculum</li> <li>Self-reflect each lesson</li> <li>Collect pre and post assessment data</li> </ul>	<ul style="list-style-type: none"> <li>Provide a handout that describes expectations and a calendar of activities for class and field</li> <li>Provide an Orientation for teacher candidates and cooperating teachers with the building principal</li> <li>Evaluate each candidate three times based on the MEES</li> <li>Discuss the progress of the candidates with the cooperating teacher each visit</li> <li>Share all evaluation results with the candidate</li> </ul>	<ul style="list-style-type: none"> <li>□ Minimum of 5 years' experience in Pre-K-12 schools and/or educator preparation □ Master's + Degree</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate planning and assist in the development of the lesson and unit plans</li> <li>Observe/mentor 3 candidate lessons based on the MEES</li> <li>Alert university supervisor of any concerns with the candidate</li> <li>Complete end-ofterm online survey</li> </ul>	<ul style="list-style-type: none"> <li>At least 3 years teaching experience</li> <li>One full year in building/ grade level</li> </ul>	<ul style="list-style-type: none"> <li>97.5 total hours</li> <li>Beginning the 3<sup>rd</sup> week of the semester</li> <li>13 weeks</li> <li>Music: 8-10 for 2 weeks; last 5 weeks daily</li> </ul>

Middle and Secondary Majors								
Field	Majors	Grades	Candidate Expectations	University Supervisor Expectations	University Supervisor Experience Criteria	Cooperating Teacher Expectations	Cooperating Teacher Experience Criteria	Duration

Semester 7 Advanced Field SE380 ME370	Middle/ Secondary School	5-9 & 9-12	<ul style="list-style-type: none"> <li>• Keep schedule open from 8:00am- noon for field work</li> <li>• Share schedule with cooperating teacher</li> <li>• Become familiar with the school policies, classroom instructions &amp; curriculum</li> <li>• Collaborate with the cooperating teacher to plan to teach a unit of instruction (10-15 lessons) that fit into the cooperating teacher's sequence of curriculum</li> <li>• Collaborate with cooperating teacher and partner teacher</li> <li>• Be evaluated on 6 lessons: 1 solo, 1 cotaught with assessment, 1 literacy using differentiation</li> <li>• Self-reflect each lesson</li> <li>• Collect pre/post assessment data</li> <li>• Analyze the data</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a handout that describes expectations and a calendar of activities for class and field</li> <li>• Provide an Orientation for teacher candidates and cooperating teachers with the building principal</li> <li>• Evaluate each candidate three times based on the MEES</li> <li>• Discuss the progress of the candidates with the cooperating teacher each visit</li> <li>• Share all evaluation results with the candidate</li> </ul>	<input type="checkbox"/> Minimum of 5 years' experience in Pre-K-12 schools and/or educator preparation <input type="checkbox"/> Master's + Degree	<ul style="list-style-type: none"> <li>• Collaborate planning and assist in the development of the lesson and unit plans</li> <li>• Observe/mentor 3 candidate lessons based on the MEES</li> <li>• Alert university supervisor of any concerns with the candidate</li> <li>• Complete end-ofterm online survey</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years teaching experience</li> <li>• One full year in building/grade level</li> </ul>	<ul style="list-style-type: none"> <li>• 100 total hours</li> <li>• Beginning the 4<sup>th</sup> week of the semester</li> <li>• 10 weeks</li> <li>• M-F consecutive</li> </ul>
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**All Education Majors: Student Teaching\***

Field	Majors	Grades	Candidate Expectations	University Supervisor Expectations	University Supervisor Experience Criteria	Cooperating Teacher Expectations	Cooperating Teacher Experience Criteria	Duration
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Semester 8 Student Teaching	All Education Majors	Pre-K12	<ul style="list-style-type: none"> <li>• Daily lesson plans; Due weekly</li> <li>• Mentored teaching/planning/assessing with cooperating teacher</li> <li>• Open to constructive feedback</li> <li>• Reply to weekly journals</li> <li>• Meet all MEES and professionalism standards</li> <li>• Solo teaching 50% of the time (see 16 week suggested calendar)</li> </ul>	<ul style="list-style-type: none"> <li>• Attend/participate in the Last STEPS Seminar</li> <li>• Evaluate each candidate at least four times with the computerized MEES form</li> <li>• Collaborate with the cooperating teacher to determine the midterm, midterm goals, and summative grade</li> <li>• Weekly discuss the progress of the candidates with the cooperating teacher</li> <li>• Communicate weekly with candidate via journal</li> </ul>	<ul style="list-style-type: none"> <li>□ Minimum of 5 years' experience in Pre-K-12 schools and/or educator preparation □ Master's + Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Attend Last STEPS Seminar with teacher candidate prior to start of semester</li> <li>• Follow expectations in handbook for coteaching and the mentoring process</li> <li>• Allow university students opportunity to solo teach in classroom 50% of time</li> <li>• Openly communicate with cooperating teaching and university supervisor concerning candidate performance</li> <li>• Evaluate the candidate 4 times with the computerized MEES form</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years teaching experience</li> <li>• One full year in building/grade level</li> </ul>	<ul style="list-style-type: none"> <li>• Full consecutive days</li> <li>• 16 total weeks</li> <li>• Beginning the 1<sup>st</sup> week of the semester</li> <li>• Candidate follows the school district's calendar</li> <li>• Candidate returns to university campus for a seminar class twice during the semester.</li> </ul>
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\*see Student Teaching Handbook for further details

## 5. TERMINATING ASSIGNMENTS

Candidates in all field placements are expected to add value to the school district, not hinder student progress. Schools reserve the right to refuse assignment of any student and the right to terminate a teacher candidate's placement for cause. An informal hearing including consultation with the Director of Field and Clinical Experiences, the university supervisor, the teacher candidate, and a representative of the school will precede termination. Causes for termination may include issues of general decorum.

As cooperating teachers are expected to take the role of a mentor for each student in the field placement setting, Southeast Missouri State University reserves the right to terminate a placement based on CAEP standard 3: component #1 which states, "Dynamic Partnerships: Strategic partnerships are imperative for powerful clinical preparation."

## 6. ORIENTATION PROCESS

Southeast Missouri State University will conduct an FBI Fingerprinting Background Check prior to any teacher candidate entering a school district which will be updated yearly and orientate students in the areas of (but not limited to): professionalism including dress and student privacy.

Field supervisors for all field placements shall orient their students prior to entering the field of all expectations. Field supervisors will also contact the cooperating teachers once the field placement has been made through the Office of Field and Clinical Experiences.

The Office of Field and Clinical Experiences will hold a Student Teaching Training Seminar (Last STEPS) prior to Block IV student teaching for the teacher candidates, cooperating teachers, and field supervisors to orientate the mentor teaching model, the Missouri Education Evaluation System (MEES), inter-rater reliability and general expectations of the 16-week student teaching experience. All school administrators are welcome and encouraged to attend these seminars. Block IV cooperating teachers who fulfill all requirements will receive a \$200 stipend at the end of the field experience.

The Office of Field and Clinical Experiences will also hold an orientation seminar specifically for teacher candidates prior to Block IV student teaching to discuss all expectations for the student teaching process. This meeting will occur the day before teacher candidates are expected to begin their field placement.

#### 7. SUPERVISION AND EVALUATION

Field placement teacher candidates in all field placements prior to student teaching will be supervised and evaluated by Southeast Missouri State University faculty *and* cooperating teachers. The evaluation method will be the Missouri Educational Evaluation System (MEES).

Teacher candidates, cooperating teachers, and university supervisors will assess the field programs at the end of each semester. Appropriate data will be collected from these assessments and shared with students, school districts, and university faculty as necessary. It is necessary for all field supervisors to have access to the internet in order for the evaluation to be processed electronically. University supervisors will sign a consent form stating they will use the wifi solely for professional means. A copy of the consent will be given to the school district and Field and Clinical Office.

#### 8. STATUS AUTHORITY

All rules and regulations will be followed as dictated by the Missouri Standards for the Preparation of Educators Planning and Implementation Guide per the Department of Early and Secondary Education.

#### 9. LIABILITY AND INSURANCE

Teacher Candidates will obtain and maintain professional liability and insurance for field placements prior to all placements.

#### 10. VIDEO RECORDING


All video recording in field placements will be considered secure documents which will be used for teacher candidate evaluation only, viewed by university faculty for evaluation purposes, and destroyed once evaluated. Students will follow the strict guidelines provided in the College of Education Handbook in accordance with FERPA and IDEA.

11. RELEASE OF INFORMATION

All university and district information shared and received between the two entities shall not be shared with outside sources with the exception of the Department of Early and Secondary Education. Outside sources will receive information concerning each program from the program itself.

12. SUPPLEMENTARY PROVISIONS

- a. Any participant may terminate their participation in the Memorandum of Understanding (MOU) with a written statement to the other participant.
- b. This MOU may be amended in writing upon the collective agreement of all participants.

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Director of Field and Clinical Experiences  
Southeast Missouri State University