Florida A&M and
School Board of Okaloosa County, Florida

AGREEMENT OF CLINICAL AND FIELD-BASED EXPERIENCES

It is hereby agreed between the School Board of Okaloosa County, Florida and Florida A&M University to collaborate in a program of teacher education involving laboratory experiences and directed teaching for students of Florida A&M University. This agreement is continuous, subject to termination by either party with a semester’s notification. The nature of the agreement is such that notice of termination may be considered appropriate if it is in writing and effective at least a semester from the date of the notice, unless mutually satisfactory arrangements can be made involving a shorter period of time. The agreement may be reviewed and/or revised as necessary to determine needed modifications in general policies and responsibilities of the agencies involved.

General Policies and Understandings

1. Students assigned to the schools for student teaching or other pre-service laboratory experiences will be expected to conform to all regulations of the University which apply to student activities on the campus and to adhere to all standards of professional conduct and instruction procedures which the local Board of Education requires of classroom teachers.

2. Any questions of concern related to student performance or placement are to be resolved by the administrative officers of the two institutions in harmony with the policies stated in this agreement.

3. The program may be cooperatively reviewed each year with the purpose of upgrading the student teaching and/or laboratory experiences.

4. In order to process student teaching applications in a timely fashion for school placement, all applications shall be forwarded to the appropriate office/individuals as designed by the district as follows:

   For Fall Semester of Each School Year – by March 15
   For Spring Semester of Each School Year – By September 15

5. Collaboration and Articulation for Selection of Supervising Teachers: Okaloosa County’s designated district representative(s) will collaboratively work with and articulate with Florida A&M University (or designee) in the selection and assignment of supervising teachers. Local school supervisors and principals will also be involved in this process to assure the selection of the most qualified and competent teachers possible. However, in all cases, every effort will be made to place students with master teachers who exemplify the “best” in professional training.
6. Student Fingerprinting Requirement: Student teachers, persons participating in a field experience pursuant to s. 1004.04 (6) or s. 1004.85, and persons participating in a short-term experience as a teacher assistant pursuant to s. 1004.04 (10) in any district school system, lab school, or charter school shall, upon engagement to provide services, undergo background screening as required under s. 1012.56. In order to comply with this statute the University will advise students that prior to entering any Okaloosa County School they must have background screening documentation by filing with the district school board a complete set of fingerprints. The cost of this background screening will be borne by the student.

7. Requirements of University Coordinators: All instructors in postsecondary teacher preparation programs who instruct or supervise pre-service field experience courses or internships must have evidence of “clinical educator” training and must successfully demonstrate effective classroom management strategies that consistently result in improved student performance. The State Board of Education sets the training requirements for “Clinical Educator Training” certification.

Responsibilities of the University

1. To collaborate with the administrative staff of the school district in the selection of teachers who will supervise students in field experiences.

2. To provide a University Coordinator who directly observes, evaluates, and supports the student in the development of the appropriate skills and concepts needed for a successful practicum/internship.

3. To inform the students that they shall be responsible for following the rules and regulations of the school placement site, including recognition of the confidential nature of information regarding pupils and their records. Students will be required to sign a document confirming this.

4. To inform students that they shall keep confidential and not disclose to any person or entity (a) student application; (b) student health records or reports; and/or (c) any student records as defined in the Family Education Rights and Privacy Act, 20 U.S.C. 123, concerning any student participating in the education experiences provided by the school. School shall adopt and enforce policies and procedures to protect the confidentiality of student records as defined here in. Florida Statute 1002.22 (3) (d) to section (c).

5. To remove, reassign, or otherwise address the problems of any student whose work is judged by the supervising teacher and/or building administrator to jeopardize the educational advancement of the class.

6. To define in detail the experiences that are to be provided to the student while in the school setting.
7. To provide professional materials and assistance to supervising teachers appropriate to the task of fulfilling their responsibilities for guiding the growth, and for the evaluation of the student.

8. To provide supervising teachers with a Certificate of Participation that can be used for six (6) hours of Graduate course work at the Florida A&M University.

9. To make available appropriate in-service workshops for supervising teachers and provide Clinical Educator Training to supervising teachers if required.

10. To provide a clinical and field-based experiences handbook with current information and policies to the supervising teacher.

11. To provide mentoring support, if requested, to entry-year teachers who have graduated from educational programs at Florida A&M University.

12. To inform students that they shall not be considered as employees or agents of the University or of the schools.

13. To place University contact’s name, credentials, and local phone number on each request for student placement.

14. To provide University coordinators with the following qualifications:

   a. At least three years of private or public school teaching experience
   b. A master’s degree in an appropriate field as a minimum
   c. Completion of the Clinical Educator Training Program

Responsibilities of the Public Schools

1. To collaborate with Florida A&M University, Division of Teacher Education, in selection of supervising teachers. The school will select supervising teachers who will provide a high-quality educational experience for students, and who will have an interest in participating in a teacher education program. Supervising Teachers must have at least three years of teaching experience (one of which is at the grade level or in the subject to which the student teacher/intern will be assigned; full state certification, based upon at least a bachelor’s degree, for the grade levels or subjects to which the student teacher/intern will be assigned; completion of Clinical Educator Training (CET); and a willingness to participate in orientation sessions and a willingness to mentor student teacher candidates.

2. To make available to University students all classes and extra-class activities under the direction of designated teachers. The public school shall not require students to participate in or assume the responsibility for classes or other school activities not under
the direction of their supervising teachers, except by mutual consent of both contractual parties.

3. To make available to students all instructional materials and facilities normally provided to teachers of classes to which they are assigned.

4. To provide time, place, and facilities for conferences of supervising teachers and University Coordinators for planning, evaluating and otherwise directing the work of students.

**Indemnification**

1. The University shall indemnify and save harmless the school from any and all claims, losses, liabilities, cost, and expenses, including cost of defense and attorneys fees arising in whole or in part, out of any negligent, grossly negligent or reckless act or omission of any instructor, employee, or agent of the University.

**Insurance**

1. The University shall maintain liability insurance coverage or financial responsibility acceptable to the school, as assurance of its accountability for any such losses, claims, liabilities, or expenses. A copy of such liability insurance coverage shall be provided by the University to the school upon request.

**General Provisions**

1. Neither the school nor the University will discriminate against any person because of race, color, religion, sexual orientation, gender, or national origin, nor discriminate against any student or student applicant with a disability as defined by the Americans with Disabilities Act.

2. This agreement is not intended and shall not be construed to create a partnership, joint venture or association between University and School. Nor is it intended to create a relationship of agent, servant or employee between the employees or students of the University with the School or between the employees or students of the School with the University. Rather, it is an Agreement of Collaboration between two independent contractors. Each student is placed with the school to receive educational experience as part of the academic curriculum; duties performed by a student are not performed as an employee of the school or University but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by school personnel.

3. This agreement constitutes the entire agreement as to the rights and obligations of the parties hereto and supersedes all prior and contemporaneous agreements and undertaking of the parties pertaining to the referenced subject matter.
4. Amendments to this agreement may be made at any time, provided, however, that any amendments, modifications, or alterations shall be made only in writing and shall become effective only upon the written approval of both the School and University. Further, this Agreement may not be assigned by either party without prior written approval of the other party.

5. No waiver or breach of any term or provision of this Agreement shall be construed to be, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing signed by the party waiving the breach.

6. In the event that any provision of this Agreement shall be held void, violable, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

7. This Agreement is not intended to create any rights or interests for any other person or entity other than the School or the University.

8. Each party to this Agreement represents and warrants that it has a full power and authority to enter into this Agreement and to carry out the transactions contemplated hereby applicable to it; and it has taken all action necessary to authorize the execution, delivery and performance of this Agreement, and this Agreement has been duly executed and delivered to such party.

9. This Agreement will be governed by the laws of the State of Florida and shall in all respects by interpreted, enforced, and governed by Florida laws.

Superintendent of Schools

Dean, School of Educational
Florida A&M University

Date

Date

School Board Chairman

Date