

MEMORANDUM OF AGREEMENT

This Agreement is made by and between the Turtle Mountain Community College, hereinafter referred to as the “College,” and _____ hereinafter referred to as the “School.”

WHEREAS, the College, is currently conducting a Teacher Education Program and desires to obtain field experiences for students enrolled in the curriculum; and

WHEREAS, the School is committed to the professional education and training of education students and are willing to assist in their education by providing opportunities to complete student field experience.

NOW THEREFORE, Turtle Mountain Community College and _____ agree as follows:

I. THE COLLEGE AGREES:

- 1.1 To be responsible for meeting program accreditation requirements.
- 1.2 To meet all the requirements for a federal/criminal background check.
- 1.3 To provide a field-based instruction manual to the School and students that outlines standards of performance and guidelines for student field experience.
- 1.4 To inform students of the confidential nature of all School records.
- 1.5 To assign a contact person who will serve as a liaison between the School and the College.
- 1.6 To inform the students that they must adhere to the administrative policies and procedures of the School.
- 1.7 In the case of student teacher supervision by a cooperating licensed teacher, to pay a stipend to the school or teacher agreed upon by both parties. No extra amounts will be paid for conferences or other activities that demand the time of cooperating teacher in carrying out his or her obligation as a cooperating teacher. In the case of Practicum I and II supervision by a cooperating licensed teacher, to pay a stipend to the school or teacher agreed upon by both parties. No extra amounts will be paid for conferences or other activities that demand the time of cooperating teacher in carrying out his or her obligation as a cooperating teacher.

II. THE SCHOOLS AGREES:

- 2.1 To provide students of the College an opportunity to work cooperatively in a teacher-learning situation with an expert teacher who is licensed and certified by the State of North Dakota.
- 2.2 To supervise and mentor the student teacher during the field experience.
- 2.3 To conduct student performance evaluations as directed by the College.

- 2.4 To notify the College immediately if a student is not performing satisfactorily. The Schools will follow any oral notice made under this paragraph with a written memorandum.
- 2.5 To orient students to the Schools and its policies, procedures, rules, and regulations applicable to their conduct while in the Schools.
- 2.6 To supply the College with copies of any policies or procedures with which the students will be expected to comply.
- 2.7 To provide a two year induction period with expert teachers for graduates of the College's teacher education program that are hired through the school.

III. THE COLLEGE AND THE SCHOOLS AGREE:

- 3.1 That the number of students placed in the School, the duration, and the timing of the experience shall be mutually agreed upon.
- 3.2 To collaborate in identifying specific experience objectives, the student assignments, and learning activities for each student placed in the Schools.
- 3.3 That the Schools may exclude from participation any student: whose performance or behavior is determined to be detrimental to the School's students; who fails to comply with proper channels of communications and/or with established School policies and procedures; or whose performance or behavior is otherwise unsatisfactory, including but not limited to any student who is unable to maintain compatible working relationships with the School's employees, or whose health status may prevent required attendance and student's successful completion of the field experience.

TERM AND TERMINATION OF AGREEMENT

- 4.1 This Agreement shall be effective beginning August 1, 2018 and shall continue through May 31, 2019. Either party may terminate this Agreement on thirty (30) days' notice.
- 4.2 In the event of termination under this section, any student currently placed at the School will be allowed to finish that field experience unless 3.3 applies.

IV. NONDISCRIMINATION

The College and the Schools agree to comply with all applicable laws, rules, regulations, and policies, including, but not limited to, those relating to nondiscrimination, accessibility, and civil rights.

V. NOTICES

All notices or other communications purporting to exercise or otherwise affect rights and duties under this Agreement shall be given by registered or certified mail, addressed to the parties as indicated below, and are complete on the date mailed.

COLLEGE:
TMCC
P.O. Box 340

SCHOOL:

Belcourt, ND 58316 _____

VI. MODIFICATION

This Agreement may not be waived, altered, modified, supplemented, or amended in any manner except by written agreement signed by both parties.

IX HEADINGS

Paragraph headings are for quick reference and convenience only and do not alter, amend, or otherwise affect the terms and conditions set out herein.

APPROVED FOR:

APPROVED FOR:
Turtle Mountain Community College

By: _____
(Authorized Signature)

By: _____
(Authorized Signature)

Title:

Title: President-TMCC

Date: _____

Date: _____

By: _____
Academic Dean-TMCC

By: _____
Chair-Teacher Education Dept. TMCC