BUENA VISTA UNIVERSITY
School of Education

FIELD EXPERIENCE, STUDENT TEACHING, PRACTICUM, AND INTERNSHIP AGREEMENT

in accordance with the Iowa Administrative Code, 281-79.1(256), Standards for Practitioner and Administrator Preparation Programs

An agreement between Buena Vista University, Storm Lake, Iowa, its affiliated Sites, and Linn-Mar CSD

concerning the obligations of each party participating in all field experiences, practicums, and student teaching. Buena Vista University is an Equal Opportunity/Americans with Disabilities Act/Smoke-Free Employer.

It is agreed that the following considerations shall serve as the basis for a working agreement between the two participating institutions of this program:

SECTION I

FIELD EXPERIENCE GUIDELINES IN PRE-SERVICE TEACHER EDUCATION, STUDENT TEACHING, & GRADUATE-LEVEL LICENSURE ENDORSEMENTS (PK-12)

Buena Vista University agrees to the following:

1. To assign only those education students who have satisfactorily completed the necessary academic and professional training program appropriate to the experience.

2. To share expectations of student teaching and field experiences with the education students and the cooperating teachers. Additionally, BVU School of Education will respond to specific needs of cooperating districts/schools about the experiences encountered, meeting program guidelines and/or related requirements of the field experience.

3. To coordinate the assignment of education students recommended by the BVU School of Education, subject to the designated district/accredited school approval which shall not be unreasonably withheld, to specific cooperating teachers by submitting tentative assignments to the appropriate school administrator. Cooperating teachers should demonstrate skills, knowledge, and dispositions of highly accomplished practitioners. Cooperating teachers must be properly endorsed and approved in the area in which the BVU education student is placed. Cooperating teachers must have teaching experience in the area of placement (3 years is preferred).
4. To provide to each cooperating teacher/or participating school district/accredited school an honorarium for supervision of a student teacher. District administrators may determine to whom the honorarium is paid by indicating within the space provided on last page of this agreement. The honorarium will be paid within 30 days after the completion of the student teaching experience, provided the cooperating teacher has submitted a W-9 to the Student Professional Experiences Coordinator or Education Coordinator/Advisor, or if BVU holds a current copy. Cooperating teachers for field experiences other than student teaching are not paid an honorarium.

5. Buena Vista University will provide supervisors for student teachers. The supervisors observe in the cooperating schools and hold individual and joint conferences with student teachers and cooperating teachers to determine areas of improvement, develop and implement plans for improvement, and determine final evaluation of the student teacher.

6. Compensation for the cooperating teacher when a student teacher is withdrawn prior to the half-way (mid-term) of the student-teaching experience shall be one-half the amount in the appropriate provision above. Compensation for a student teacher who completes more than one-half of the student-teaching experience shall be the full amount.

7. When necessary, multiple cooperating teachers may be assigned to work with one student teacher. The compensation amount will be divided proportionately to the number of supervisors given direct responsibility for providing guidance and assistance.

8. The designated district/accredited school personnel may indicate to whom the honorariums are to be disbursed within the district/accredited school.

9. BVU and teacher education students/student teachers may be exposed to confidential information (i.e. student records and potentially even personnel records) in the course of placements and BVU and teacher candidates/student teachers agree to keep information they are exposed to confidential as required by law. The district has the right to request the teacher education student’s/student teacher’s signed copy of the BVU Teacher Education Program’s Confidentiality Statement.

10. BVU and Cooperating District/School each agree to indemnify and hold harmless the other from and against all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.

11. The BVU teacher education students/student teachers may record class sessions. The focus of the recordings will be the BVU teacher education student/student teacher, not the PK-12 students. Only students who have a photo release on file with the school district will be visible in the recordings. Video recordings will be shared exclusively with university faculty and staff, class participants, and cooperating teachers for learning purposes. Recordings will be stored in a cloud library that is accessible only through a university account. Recordings will be deleted within one year of the education student/student teacher’s date of graduation.
12. The BVU pre-service teacher education students complete a background check prior to their first field experience, and then once more prior to student teaching.

Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

**The Cooperating School agrees to the following for BVU field experiences (other than student teaching):**

1. The guidelines and requirements in the *handbook, appropriate to the field experience provided to the district by BVU, will be followed.

2. To utilize education students in capacities approved by the BVU School of Education as stated in the BVU field experience *handbook appropriate to the field experience provided to the cooperating teacher by BVU. *Handbooks are also available upon request of the district. The BVU School of Education personnel must approve any changes in the original assignment of the education students. The education students are not to be used as substitute teachers.

3. To provide supervision of the education students by certified personnel at all times during the student field experiences.

**The Cooperating School agrees to the following for BVU student teaching:**

1. To allow the education student the use of the physical resources of the school that are normally provided to classroom teachers, including buildings, equipment, essential supplies, and facilities that are necessary and reasonable to enable the education student to function adequately in your school. The district has the right to determine teacher education student or student teacher access, and BVU will provide identification badges to student teachers to wear while working in the district/classroom.

2. To provide appropriately licensed cooperating teachers who shall:
   a. Anticipate the assignment of education students.
   b. Orient the assigned education students.
   c. Provide for a period of essential classroom supervision.
   d. Permit the education students to assist in classroom routines.
   e. Discuss teaching assignments with education students.
   f. Introduce the education students to actual teaching by assisting, presenting demonstrations, teaching part periods, and other similar procedures.
   g. Arrange for the student teachers to teach an entire block or unit of work in which they will do all of the planning and teaching.
   h. Evaluate the work and ability of the education students including completion of evaluation forms to be used as a basis for assigning final grades.
3. Additionally for education students, the cooperating teacher and district/accredited school will:
   b. Utilize the education student in capacities approved by the BVU School of Education as indicated by the mutually agreed upon placement and the *handbook appropriate to the field experience provided to the operating teacher by BVU. *Handbooks are also available upon request of the district. The Student Professional Experiences Coordinator or Education Coordinator/Advisor must approve any changes in the original assignment of the student.
   c. Provide time for the student teacher and cooperating teacher to collaborate with the university supervisor.
   d. Share responsibility for supervising the education student.
   e. Allow education students to develop and demonstrate the capacity to utilize assessment data.
   f. Place student teachers in full control of groups only after they have demonstrated readiness and careful planning with the cooperating teacher and the university supervisor.
   g. Allow the student teacher to bear primary responsibility for planning and instruction within the classroom for the minimum requirement according to the appropriate student teaching *handbook as indicated by the mutually agreed upon placement and the *handbook appropriate to the field experience provided to the district by BVU.
   h. Involve the education student in professional meetings and other school-based activities directed toward the improvement of teaching and learning.
   i. Provide supervision of the education students by certified personnel at all times during the student teaching or practicum field experiences.
   j. Assist the student teacher in becoming knowledgeable about the Iowa Teaching Standards and to provide a mock evaluation performed by the cooperating teacher or a person who holds an Iowa evaluator license.
   k. Involve the student teacher in communication and interaction with parents or guardians of students in the classroom in which the student teacher is teaching.
   l. Not use a student teacher as a substitute teacher.

*A handbook specific to each pre-service field experience and student teaching is shared at the time the placement is agreed upon. All handbooks are available on the BVU website.

SECTION II

PRACTICUM & INTERNSHIP GUIDELINES IN PROFESSIONAL SCHOOL COUNSELING

Practicum and Internships are to be completed at an advisor-approved site(s), after the conclusion of a core set of courses. The Practicum course is graded by letter grade. Students must earn a B or better in Practicum in order to continue to Internship. Students meet on a regular basis for group and individual supervision at the site and with their faculty supervisor.
The Buena Vista University School of Education will contact potential Practicum and Internship sites.

The Buena Vista University Professional School Counseling Program agrees:

1. To assign a university supervisor to facilitate communication between BVU and the practicum/ internship site.
2. To review documentation with the student to establish attainment of the objectives in the contract (including audio/video recordings).
3. To meet regularly with the student in group supervision, and individually as needed.
4. To engage in consultation with the site supervisor during the Practicum and Internship experience to discuss student development.

The Approved Practicum and Internship Site agrees:

1. To provide a site supervisor that is a licensed Professional School Counselor or School Administrator who has similar preparation, practice, knowledge and skills of a school counselor.
2. To provide a minimum of one hour per week of individual supervision.
3. To provide opportunities to audio or video record sessions for evaluation purposes and/or provide live supervision. The use of recordings will be governed by guidelines set forth by the American Counseling Association.
4. To provide adequate work space, telephone service, office supplies, and support staff to conduct professional activities.
5. To provide opportunities for engagement in a variety of counseling activities relevant to the school counseling setting which will meet the required 100 hours for Practicum and 600 hours for Internship, of which 40% must involve direct client contact.
6. To provide the opportunity to acquire a range of experiences and skills at the site, including individual counseling, small group counseling, classroom guidance, consultation with parents, teachers, and other professionals, participating in child study or assessment team meetings, and other activities that a Professional School Counselor would provide to the school site.

The Approved Site Supervisor agrees:

1. To encourage a range of learning opportunities while giving sufficient guidance and feedback for the student to profit from those opportunities.
2. To assist the student in developing a contract that outlines goals, objectives, evaluation systems, and timelines for the Practicum and Internship. This contract is developed within the first month of both Practicum and Internship experiences.
3. To meet regularly with the student (at minimum of one hour per week) for supervision and provide feedback regarding their work in counseling sessions.
4. To provide verification of the objectives as they are met or provide modifications if they are not met.
5. To formally evaluate the student’s performance at the end of Practicum and Internship using the Supervisor Evaluation of Student Counselor form. Students must achieve a
*When applicable, please indicate to whom an honorarium should be paid:

Check made out to the cooperating teacher/site supervisor

Check made out to the district/school [federal ID#: ___________________________]

This shall be a continuous agreement. Each party reserves the right to dissolve this agreement at any time if any placement proves to be unsatisfactory. Either party may terminate the entire agreement at any time regardless of whether one placement is unsatisfactory and/or either party wishes to terminate the agreement for any reason. In case of discontinuance and when appropriate, BVU shall pay all obligations incurred at the time of the discontinuance.

BVU and the Cooperating District/School each agree to indemnify and hold harmless the other from and against all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.

This agreement shall supersede any and all prior agreements, be they verbal or written, between either party or their representatives.

This agreement is effective for the period of July 1, 2019 through June 30, 2022 and may be renewed or revised by mutual agreement of the administrators of the concerned institutions.

SIGNED:

Buena Vista University

Signed by:

Suzette Radke

Superintendent or Designated Official

VP of Finance & Administration

5/17/2019

Date

Date