



Memorandum of Understanding

Between Cleveland State University's College of Education and Human Services And the Brecksville-Broadview Heights School District Partnership to Support Teacher Preparation in Grades P-12

Effective Date: November 2014

Term: November 2014- October 2017

The College of Education and Human Services at Cleveland State University (hereafter referred to as the University) recognizes that collaborations between schools and the University are both necessary and desirable for the success of its teacher licensure candidates. Such collaborations allow for the timely matching of candidates with qualified mentor teachers. These collaborations provide avenues through which school and university personnel can share their expertise to serve P-12 students, teacher candidates, in-service teachers, and university faculty.

The University desires to assign teacher licensure candidates in the classrooms of the above named center to participate in teacher education clinical experiences as required by, but not necessarily limited to, the Standards for Colleges and Universities Preparing Teachers as promulgated by the Ohio State Board of Education.

Under this agreement, the University agrees to:

1. Work collaboratively with the Brecksville-Broadview Heights School District to facilitate clinical placements of candidates who have demonstrated the potential to become effective classroom teachers;
2. Ensure that all teacher preparation programs within the university meet the Chancellor's requirements for program approval and the State Board of Education's minimum standards for a program leading to teacher licensure;
3. Promote the Teaching Model of the College of Education and Human Services: "The Cleveland State University Model for Teacher Education is conceptualized as 'The Teacher as a Reflective, Responsive Professional - A Partner in Learning.' Cleveland State teacher education graduates are known for distinctive abilities that reflect the four knowledge bases that compose this model: Inquiry, Partnership, Contextualism, Professionalism."
4. Follow the Matching Procedures, as outlined below, to match students with appropriate clinical experiences;
5. Inform the Brecksville-Broadview Heights School District, schools, and mentor teachers of details about the clinical experience that the teacher candidates are

- participating in, including requirements for specific teacher education programs at the University;
6. Ensure that all candidates entering a school shall have submitted a complete background check (BCI and FBI) no more than a year prior to the end of any field experience. The background report will indicate no felony convictions or unremediated misdemeanor convictions that would interfere with the candidate's ability to be licensed per Ohio Administrative Code. If any background check reveals questionable criminal activity, the University will convey this information to the Brecksville-Broadview Heights School District to allow the Brecksville-Broadview Heights School District to determine whether to accept the candidate for placement;
 7. Ensure that candidates entering a school have received immunizations as identified on Schedule B;
 8. Provide CSU approved identification to be worn by candidates at the school site throughout the clinical experience;
 9. Provide training for mentor teachers and support throughout the duration of the clinical experience;
 10. Provide support and guidance for teacher candidates by monitoring their progress and providing appropriate intervention as needed;
 11. Provide for student teaching interns a university supervisor who will observe candidates on site, maintain regular communication with mentor teachers, and meet with mentor teachers and candidates at various points throughout the clinical experience, including a final triad to assess the candidate's effectiveness as a classroom teacher.

The District agrees to:

1. Work collaboratively with the University to facilitate clinical placements of teacher licensure candidates and prepare highly-qualified teachers;
2. Identify clinical placement sites within the Brecksville-Broadview Heights School District ;
3. Permit the University to work directly with the Matching Coordinator or other school administrators, as identified below, to identify and place teacher candidates with qualified and effective mentor teachers;
4. Communicate with the University regarding changes in Brecksville-Broadview Heights School District policies that may affect clinical placements and the experience of CSU student interns;
5. Support teacher candidates' successful completion of University and state requirements for licensure;
6. Agree to allow videotaping and collection of student work by teacher candidates for the purpose of completing teacher education course work, including the Teacher Performance Assessment (edTPA) requirement for licensure;
7. Ensure that all mentor teachers meet the University qualifications as identified below;
8. Promote a safe and welcoming environment for teacher candidates by allowing them to attend school and district events including, but not limited to, professional development opportunities, athletic events and academic events to broaden teacher candidates' interests in becoming well-rounded educators;

9. Provide an atmosphere that is conducive to the Teaching Model of the College of Education and Human Services, as outlined above.
10. Allow opportunities for teacher candidates to develop a genuinely self-informed pursuit of teaching, including opportunities to practice research-based instructional strategies and inquiry-based instruction.

Matching Process

The University will identify a university faculty or staff member to serve as a liaison to the Brecksville-Broadview Heights School District as the primary point of contact. The Brecksville-Broadview Heights School District will identify a Matching Coordinator who will facilitate the matching of mentors and interns and serve as the primary contact for the University. At his/her discretion, the Matching Coordinator may identify individuals within the Brecksville-Broadview Heights School District as partners and authorize the university liaison to work directly with a Site Coordinator.

The University agrees to follow the following procedure when submitting a request to the school for a clinical experience placement:

- Match request will be sent directly via email or fax to the Matching Coordinator or School Site Coordinator.
- University will send Match Requests as far as possible before the beginning of the experience.
- Match request will include the following information:
 - Student's name and contact information
 - Student's licensure area, specific subject and grade level match being requested
 - Name of requested school and mentor teacher, if specified
 - Dates and duration of placement
 - Student responses to online application questions
 - Other _____
 - Other _____
- The identified Matching Coordinator will return the Match Request Form by fax or email to the university liaison in a timely fashion, typically within two weeks, indicating either a confirmed match with accompanying information OR indicating that a match cannot be made.

Mentor Teachers

Mentor teachers who agree to work with practicum or student teaching interns must possess the appropriate certificate or license and have a minimum of three years of classroom teaching experience including one full year in the teaching field for which the experience is being provided. The Brecksville-Broadview Heights School District will not use teacher licensure candidates as a tool to remediate poorly performing teachers.

Consent for Video recording and Student Work Samples

The Brecksville-Broadview Heights School District will incorporate into its regular consent procedures permissions by parents/guardians and students for Cleveland State teacher candidates to gather records of classroom practice as part of their required field-based work. Records of practice may include: video recordings (lessons, interactions between candidates and students,

interactions between candidates and mentors); audio recordings of interactions between candidates and students; scanned or photographed student work samples or classroom images. P-12 students may appear in video or audio recordings, but materials will be treated with confidence. Any materials submitted for assessment will not identify school, district, or children's last names. These materials may be uploaded to Taskstream (the vendor Internet site housing candidates' electronic portfolios) or Pearson (the company contracted by the state of Ohio to manage scoring for the edTPA national teacher performance assessment). Records of practice may also be used internally by the University for program evaluation and the development of professional development materials for supervisors and part-time faculty. Teacher candidates may share records of practice with course instructors, university supervisors, or prospective employers. No records of practice will be uploaded to any publicly accessible web site.

Compensation

In accordance with rulings of the Ohio Ethics Commission, no public personnel shall receive direct compensation from the University. However, the University shall conduct a mini-grant competition each semester for mentor teachers working with early field experience teacher candidates. At the end of each semester, the University will make a contribution to the Brecksville-Broadview Heights School District in recognition of the work completed by the Matching Coordinator, School Site Coordinators (if applicable), and mentor teachers. The contribution will be calculated according to the schedule in Appendix A. The University will provide the Brecksville-Broadview Heights School District with documentation indicating how the amount was calculated. The Brecksville-Broadview Heights School District will have full autonomy in determining how to use the contribution.

Renewal

This Memorandum of Understanding may be renewed by an exchange of letters between the appropriate district administrator and the Dean of the College of Education and Human Services at Cleveland State University. At the conclusion of Term stated above or upon thirty days' written notice of either party to the other, this Memorandum of Understanding shall be terminated.

Agreed by

Sept Zachariah

11/10/14

Dr. Sajit Zachariah
Dean, College of Education and Human Services
Cleveland State University

Date

Superintendent

Date

_____ District

Appendix A: Partnership Compensation
Academic Year 2014-2015

Cleveland State University will compensate partnership participants at the following rates during the academic year:

Role	Stipend
District/Site Coordinator	Based on number of CSU methods students, practicum and student teaching interns matched - see table below
Mentor teacher - observation or methods experience less than 30 hours	No compensation
Mentor teacher - methods experience (30-90 hours)	Opportunity to submit competitive mini-grant application for up to \$200 for classroom supplies
Mentor teacher - practicum or student teaching internship **see note	\$150 for split (half-semester) or shared (2 mentors) experience \$300 for full semester experience
Speech/Audiology Mentor or MUST mentor	\$200 for split (half-semester) or shared (2 mentors) experience \$400 for full semester experience

***Effective August 2013 CSU Office of Field Services has discontinued the CTE program / credential and compensation structure. Changes in teacher preparation process has led us to discontinue this program to better serve the needs of the interns and their assignments.*

District / Site Coordinator Stipend Schedule

Total number of Methods, Practicum, and Student Teaching interns for the Summer, Fall, and Spring semesters	Coordinator Stipend
1-4	\$0
5-9	\$100
10-14	\$200
15-19	\$300
20-24	\$400
>24	\$600

For payment related questions, please contact:

Annamarie Crell

216-523-7113

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Schedule B

Non-Academic Pre-requisites by Licensure Program

Licensure Program	Non-Academic Pre-requisites
ALL STUDENT TEACHING INTERNS	<ul style="list-style-type: none"> • Child abuse awareness training certification • Evidence of taking all required licensure examinations (score report or admission ticket) • Satisfactory Portfolio Checkpoint assessment (see http://www.csuohio.edu/cehs/deans-office/taskstream-information) • PLUS pre-requisites listed below by licensure
Early Childhood	<ul style="list-style-type: none"> • TB shot: Current within 1 year of end of practicum/student teaching • Hepatitis B shots (first two shots in sequence must be completed prior to start of experience) • BCI and FBI background checks: Current within 1 year of end of internship • High school diploma/transcript • Physical or statement from doctor indicating good health, free from communicable disease, and meets immunization requirements • Child abuse conviction statement
Middle Childhood	<ul style="list-style-type: none"> • TB shots: Current within 1 year of end of practicum/student teaching (first two shots in sequence must be completed prior to start of experience) • BCI and FBI background checks: Current within 1 year of end of internship
Adolescent/Young Adult	<ul style="list-style-type: none"> • TB shots: Current within 1 year of end of practicum/student teaching (first two shots in sequence must be completed prior to start of experience) • BCI and FBI background checks: Current within 1 year of end of internship
Mild/Moderate, Moderate/Intensive, and Early Childhood Special Education	<ul style="list-style-type: none"> • TB shots: Current within 1 year of end of practicum/student teaching • Hepatitis B shots (first two shots in sequence must be completed prior to start of experience) • BCI and FBI background checks: Current within 1 year of end of internship
Physical Education, Art, Music, World Languages, Speech, TESOL	<ul style="list-style-type: none"> • TB shots: Current within 1 year of end of practicum/student teaching • Hepatitis B shots (first two shots in sequence must be completed prior to start of experience) • BCI and FBI background checks: Current within 1 year of end of internship

Notes:

- 1) Child abuse awareness trainings are provided free of charge as a part of fall and spring internship orientations
- 2) BCI/FBI processing can be completed in the Education Student Services Center
- 3) Hepatitis and TB shots are available through the University Health Services