THE LATHAM CLINICAL SCHOOLS NETWORK
AN AGREEMENT BETWEEN THE IHE AND LEAs
FOR IMPROVEMENT IN THE PREPARATION OF TEACHERS

In recognition of the importance of experiential learning to the development of teaching competence and of the need to provide sequentially planned, supervised and evaluated clinical experiences that allow prospective teachers to demonstrate proficiency in performing teaching responsibilities in school settings, the parties named below agree to collaborate to assure shared responsibilities in the delivery of a planned sequence of clinical experiences for students enrolled in approved teacher education programs.

This agreement is made and entered into by and between The East Carolina University College of Education hereinafter referred to as the Institution of Higher Education (IHE) and the ____________________________ hereinafter referred to as the Local Education Agency (LEA).

   Name of School System

Additions and modifications to the agreement may be instituted by each IHE-LEA partnership within The Latham Clinical Schools Network to address specific needs. Waiver of any sections of this agreement, due to extenuating circumstances, is permitted by written mutual consent between IHE and the LEA.

All parties involved in the development of this agreement commit their agencies to an annual meeting to review and evaluate policies and procedures, address current issues, and revise the agreement as needed.

   Whereas, the IHE desires to place certain students preparing for the teaching profession in the LEA for clinical experiences:

      and whereas the LEA accepts shared responsibility for the preparation of prospective teachers;

Now therefore, in consideration of the mutual covenants contained herein, the parties mutually agree to collaborate to assure shared responsibilities in providing a planned program of clinical experiences as follows:

I. PLACEMENT OF EARLY CLINICAL EXPERIENCES STUDENTS AND INTERNS WITHIN THE LATHAM CLINICAL SCHOOLS NETWORK

The IHE and LEAs within the Latham Clinical Schools Network agree to the following criteria for clinical site assignments:

   A. The IHE will inform the appropriate LEA personnel of early clinical experience and internship placement requests.
B. Only the LEA personnel and the IHE Director of Teacher Education are responsible for requesting and confirming clinical site assignments.

C. The IHE will assure that the intern has met all qualifications outlined by Admissions and Retention policies of the IHE by the beginning of the internship assignment period. The IHE will withdraw the internship application if the intern has not satisfied all requirements.

D. The assignment of interns within the Latham Clinical Schools Network will be processed without racial and institutional biases. Each Agency (LEA or IHE) reserves the right to veto a particular placement if there is reason to believe the match between clinical teacher and intern will not be successful.

E. The IHE will require interns to follow the policies, procedures, and regulations of the university and the local school system.

F. The IHE will require interns to adhere to the calendar of the local school system.

G. The Latham Clinical Schools Network will use the State’s standard health certificate form for all interns. The IHE will ensure that health certificates are on file in the Office of Clinical Experiences prior to the student’s reporting to the internship site.

H. The IHE will require interns to be punctual and regular in attendance, following University and local school policies governing absences due to medical and other emergencies and notifying the university supervisor and clinical teacher(s) as soon as possible.

I. The IHE will require interns to prepare instructional units and lesson plans in advance to the satisfaction of the clinical teacher(s) in a format approved by the university supervisor and clinical teacher.

J. A clinical teacher should supervise only one intern per school year unless the placement requests are related to an IHE teacher education program need endorsed by the LEA. Such requests would be dependent upon the willingness of the clinical teacher(s) and the approval of the principal.

K. It is recommended that mentors for first year initially licensed teachers not serve simultaneously as clinical teachers.

L. The IHE and LEAs within the Latham Clinical Schools Network agree to share responsibility for providing facilities, trainers, and funding for the training opportunities provided to clinical teachers and university supervisors.
II. SELECTION OF THE IHE SUPERVISOR

The IHE and LEAs within The Latham Clinical Schools Network agree to the following criteria for the selection of the IHE university supervisor:

A. The IHE will assure achievement of the Quality Assurance Program core competencies for university supervisors.

B. A university supervisor must demonstrate knowledge of public education and the various agencies involved in teacher education and be capable of developing productive working relationships with interns and all other persons involved in the teacher education process.

C. A university supervisor must demonstrate superior knowledge of both the subject matter and methodology of teaching.

D. A university supervisor must hold valid licensure as recommended by the State of North Carolina, and required by ECU, for any university methods faculty working with interns in any teacher education program.

E. A university supervisor must participate in staff development opportunities for clinical teachers and university supervisors as developed and agreed upon by the Latham Clinical Schools Network.

III. SELECTION OF THE LEA CLINICAL TEACHER

The IHE and LEAs within the Latham Clinical Schools Network agree to the following criteria for the selection of the LEA clinical teacher:

A. To serve as a clinical teacher requires a recommendation from his/her principal.

B. A clinical teacher must have completed a minimum of three years of successful teaching experience within the most recent five year period prior to selection as a clinical teacher.

C. A clinical teacher must hold appropriate subject area licensure and currently be teaching in this area.

D. A clinical teacher must have received at standard competence or higher as reflected in the LEA’s teacher evaluation system.

E. A clinical teacher must willingly undertake the responsibilities of observing and documenting the performance of the intern and preparing written summary evaluations indicating approval or disapproval of the recommendation for initial teacher licensure by signature.
F. A clinical teacher must agree to participate in staff development opportunities for university supervisors and clinical teachers as developed and agreed upon by the Latham Clinical Schools Network.

IV. SUPERVISION

The IHE and LEAs within the Latham Clinical Schools Network agree to the following guidelines for the appropriate and effective supervision of interns.

A. The IHE will provide an internship handbook to each clinical teacher and university supervisor on or before the intern’s reporting date. The handbook will define the clinical teacher’s and university supervisor’s explicit responsibilities relative to instruction, observation, conferencing, evaluation, grading and the licensure recommendation.

B. During the internship period, the university supervisor will assume the responsibility for a minimum of five on-site visits to include an initial planning visit and four formal evaluation visits. Each visit should include a conference with the intern and clinical teacher. (In the event teleconferencing capabilities are available, one of the on-site visits can be conducted in this manner).

C. The university supervisor will observe at least one complete lesson or class period during each formal evaluation visit.

D. All four formal evaluation visits will include the intern, the clinical teacher and the university supervisor in the planning and evaluation conference.

E. The university supervisor will share the internship grading responsibilities with the clinical teacher.

F. The university supervisor will assume responsibility for completing the required internship forms with appropriate involvement of the clinical teacher(s).

G. The clinical teacher(s) will provide orientation for the intern in terms of the school setting, LEA policies and procedures, and nature of the student population.

H. The clinical teacher(s) will determine with the university supervisor and the intern a schedule of the teaching responsibility for the intern.

I. The clinical teacher(s) will initially remain in the classroom while the intern performs to assist, advise and evaluate. Opportunities for the intern to assume complete control of the class will be left to the discretion of the clinical teacher(s).
J. The clinical teacher(s) will schedule and provide conferences for the intern relative to planning, evaluation and decision-making as needed, preferably daily, but no less than three times a week.

K. Policies and practices outlined in the internship handbook for clinical teachers and university supervisors will serve as a guide to practices and procedures.

L. The IHE will provide an appeals procedure covering student due process rights regarding discrepancies in grading and recommendations for licensure.

V. TERMINATION OF INTERNSHIP ASSIGNMENT

The IHE and LEAs within the Latham Clinical Schools Network agree to the following guidelines for termination of an internship assignment.

A. Recommendations to terminate an internship assignment may be initiated by the intern, the clinical teacher and/or other appropriate LEA personnel, or by the university supervisor and/or other appropriate IHE personnel. This recommendation, stating reasons, will be submitted to the Director of Teacher Education. For expediency, recommendations may be made orally and followed by the required written recommendations.

B. Only the Director of Teacher Education may terminate an internship assignment upon consultation with program area coordinators and department chairs where relevant.

C. The Director of Teacher Education will respond in writing concerning the recommendations for termination of the internship assignment.

D. The Director of Teacher Education will provide copies of the termination letter to the intern, the appropriate LEA representative, the principal of the assigned school, the clinical teacher, the university supervisor, and the Department Chair of the program area at East Carolina University.

E. Prior to termination of an internship assignment the clinical teacher(s) and the university supervisor may request an evaluation by the Director of Teacher Education. The Director may also choose to complete an evaluation on his/her own initiative.

F. Upon making a decision for termination of an internship assignment, the Director of Teacher Education will notify the intern and the above guidelines will rule to assure provisions for due process.

G. The Director of Teacher Education will inform the intern of his/her right to appeal the termination of the internship assignment to the Dean, College of Education.
VI. ENDORSEMENTS

This agreement shall be in force as soon as approved by the East Carolina University College of Education (IHE) and ____________________________ (LEA) and until ____________________________ (Name of School System) such time as it may be modified by written mutual consent between the IHE and the LEA.

IN WITNESS WHEREOF, this agreement is confirmed by:

___________________________________________ on ___________ 
(Signature of IHE Personnel) (Date)

___________________________________________ 
(Title of IHE Personnel)

___________________________________________ on ___________ 
(Signature of LEA Personnel) (Date)

___________________________________________ 
(Title of LEA Personnel)