

# WALDEN UNIVERSITY

## Walden University Richard W. Riley College of Education and Leadership Letter of Agreement for Licensure Programs

**Directions:** Complete this letter agreement electronically, using the Tab key to move to the next field. Email the form with your fields completed to [fieldexperience@waldenu.edu](mailto:fieldexperience@waldenu.edu).

This agreement is entered into for the Richard W. Riley College of Education and Leadership's Licensure Programs at Walden University, hereinafter referred to as the "UNIVERSITY" and Sarasota County Schools, hereinafter referred to as the "SCHOOL."

The purpose of this agreement is to guide and direct a working relationship between the UNIVERSITY and the SCHOOL in providing clinical practice experiences ("field experience") as required by the Minnesota Board of Teaching and Minnesota Board of School Administrators, and in accordance with Walden University's state-approved licensure programs: Master of Arts in Teaching Program, Reading K-12 Endorsement Program, and the Educational Leadership and Administration Principal Preparation Programs.

As outlined in each program handbook, the UNIVERSITY requires Candidates to complete student teaching or field experiences. These experiences are described in each program handbook, and are bound by the terms of this letter of agreement.

### ACTIVITIES AND SERVICES

The UNIVERSITY requests qualified mentors to provide activities and services for the Candidates, to act as "cooperating teachers" for Candidates in the Master of Arts in Teaching program, "host teachers" for Candidates in the Reading K-12 Endorsement program, or "principal mentors" for Candidates in the Educational Leadership and Administration programs. The qualifications for "cooperating teachers" are listed in EXHIBIT A, the qualifications for "host teachers" are listed in EXHIBIT B, and the qualifications for "principal mentors" are listed in EXHIBIT C.

### ROLES AND RESPONSIBILITIES

**The Candidate shall be responsible for the following:**

1. Honoring the time schedule established between the SCHOOL, UNIVERSITY, and Candidate.
2. Following the existing SCHOOL curriculum and policies, and all SCHOOL and classroom rules and procedures, including FERPA guidelines for confidentiality of student information.
3. Fulfilling the expectations and policy of both the SCHOOL personnel and the UNIVERSITY (as described in each program handbook).
4. Conducting him/herself in a professional manner.
5. Accepting constructive feedback and engaging in regular self-appraisal.
6. Adhering to the Code of Ethics for Minnesota Teachers (rule 8700.7500, subpart 2) as well as all rules and policies of the SCHOOL, and the Code of Ethics of the Education Profession in Florida. The Code of Ethics for Minnesota Teachers is listed in EXHIBIT D.
7. Providing all required documentation to SCHOOL including criminal background checks, drug testing clearances, immunization reports or other health information, if applicable.

**SCHOOL personnel shall be responsible for the following:**

1. Reading the appropriate program handbook.
2. Assigning as site supervisors qualified Cooperating Teachers, Host Teachers, or Principal Mentors.
3. Signing off on a time record of Candidate attendance, including a running record of total time across the field experience, if applicable.
4. Completing and submitting a survey to verify; 1) the number of hours or weeks the Candidate spent in the field, and 2) the diversity of the classroom and school.
5. Completing and submitting an evaluation on the Candidate's performance and dispositions, pertaining to the Candidate(s) assigned to them.
6. Allowing the UNIVERSITY supervisor into the classroom for a minimum of two (2) formal observations of a Candidate in the major experience of the Principal Preparation programs, and a minimum of three (3) observations of a Candidate during demonstration teaching in the Master of Arts in Teaching program
7. Conferring with the UNIVERSITY supervisor regularly throughout the Candidate's field experience and communicating any concerns regarding the Candidate to the UNIVERSITY.
8. Requesting that all required documentation be provided to SCHOOL, including criminal background checks, drug testing clearances, immunization reports or other health information from candidate, if applicable.

**UNIVERSITY personnel shall be responsible for the following:**

1. Providing oversight and direction to the field experience.
2. Confirming the Candidate's placement with the SCHOOL two (2) weeks before the placement begins.
3. Orienting SCHOOL personnel and Candidate to expectations and responsibilities.
4. Ensuring the field experience is conducted in such a manner as to enhance the education of the students in the SCHOOL.
5. Informing Candidate that the UNIVERSITY or SCHOOL has the right to remove, reassign or discontinue a placement if it is determined the field experience is jeopardizing the educational advancement of the class

**MUTUAL AGREEMENT**

**The following is understood and agreed:**

1. The terms of this agreement shall be in force until either party terminates this agreement upon thirty (30) days' prior written notice to the other.
2. This agreement may be modified by mutual consent, provided any and all modifications will be in writing and signed by an official of the UNIVERSITY and of the SCHOOL.
3. UNIVERSITY shall maintain liability insurance with limits sufficient to cover the activities contemplated in this agreement. The SCHOOL is a self-insured governmental body pursuant to Florida law.
4. Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. The UNIVERSITY agrees to indemnify and hold harmless the SCHOOL, its employees and agents from all loss or liability resulting from the acts or omissions of the UNIVERSITY and/or its employees or agents arising out of the performance or the terms and conditions of this Agreement. This provision shall survive termination of this Agreement and is not intended to waive any sovereign immunity to which any party may be entitled.
5. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the parties acknowledge and agree that the School is an educational institution with a legitimate educational interest

in the educational records of the Candidate participating in the Program and to the extent that access to Candidate's records are required by the School in order to carry out the Program.

6. The parties agree that Candidate will have equal access to their respective programs and facilities without regard for race, color, sex, age, religion or creed, marital status, disability, national or ethnic origin, socioeconomic status, sexual orientation or other legally protected status.
7. This Agreement shall be deemed to have been executed and delivered in the State of Florida and shall be governed by and construed under the laws of the State of Florida. The sole and exclusive jurisdiction for any action arising from this Agreement shall be in the Twelfth Judicial Circuit Court in and for Sarasota County, Florida.
8. Notices under this agreement shall be mailed or delivered to the parties as follows:

UNIVERSITY  
Coordinator of Field Experience  
Richard W. Riley College of Education and Leadership  
Walden University

SCHOOL  
Joyce Stiglitz  
Program Specialist  
1960 Landings Boulevard  
Sarasota, FL 34231

***[SIGNATURE BLOCK TO FOLLOW ON NEXT PAGE]***

## ELECTRONIC SIGNATURES

### SCHOOL Administrator Signature:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By checking the box below and providing my email address as an authentication, I am providing an electronic signature certifying that the below statement is true.

I agree to adhere to the information provided in this Letter of Agreement. Today's Date: \_\_\_\_\_  
(mm/dd/yyyy)

Email address: \_\_\_\_\_ (provides authentication for electronic signature; must match the email address on file with Walden University)

Approved for Legal Content,  
May 22, 2013 by Matthews Eastmoore,  
Attorneys for The School Board  
of Sarasota County, Florida  
Signed: \_\_\_\_\_ ASH

### UNIVERSITY Administrator Signature:

Name: [Janet Williams](#) \_\_\_\_\_

Title: [Associate Dean](#) \_\_\_\_\_

By checking the box below and providing my email address as an authentication, I am providing an electronic signature certifying that the below statement is true.

I agree to adhere to the information provided in this Letter of Agreement. Today's Date:  
[5/17/2013](#) \_\_\_\_\_  
(mm/dd/yyyy)

Email address: [Janet.williams4@waldenu.edu](mailto:Janet.williams4@waldenu.edu) \_\_\_\_\_ (provides authentication for electronic signature; must match the email address on file with Walden University)

### Richard W. Riley College of Education and Leadership Policy on Electronic Signatures

Walden's licensure program manages field experience placement processes in a nearly paperless environment, which requires reliance on verifiable electronic signatures, as regulated by the Uniform Electronic Transactions Act. Legally, an "electronic signature" can be the person's typed name, email address, or any other identifying marker. An electronic signature is just as valid as a written signature as long as both parties have agreed to conduct the transaction electronically. The licensure program staff will verify any electronic signatures that do not originate from a password-protected source (i.e., an email address officially on file with Walden).

## **EXHIBIT A**

### **The Cooperating Teacher (Master of Arts in Teaching Program)**

The Cooperating Teacher serves as a mentor teacher during demonstration teaching in the teacher licensure programs. Because the Cooperating Teacher observes the Candidate's performance on a daily basis and under varying conditions, the Cooperating Teacher is best able to provide the continuing on-the-job development that is essential in achieving readiness for handling a classroom alone. In addition, the Cooperating Teacher is best able to assess the overall effectiveness of the Candidate in the full range of classroom responsibilities.

Cooperating Teacher qualifications:

- A valid FL teaching license, or the equivalent, in the field of specialization
- At least three (3) years of teaching experience in the field of specialization
- At least one (1) year of teaching experience at the current grade/age level
- At least one (1) year of teaching experience in the school or center
- Recommendation by the site principal or director

School will provide names of Cooperating Teacher(s) to Walden.

## **EXHIBIT B**

### **The Host Teacher (Reading K-12 Endorsement)**

The host teacher is a licensed teacher who is responsible for supervising the Candidate during clinical experiences. The host teacher provides opportunities for the candidate to observe his/her classroom and fulfill the clinical experience course assignments.

Host Teacher qualifications:

- A valid [insert state] teaching license, or the equivalent
- Recommendation by the site principal or director

School will provide names of Host Teacher(s) to Walden.

## **EXHIBIT C**

### **The Principal Mentor (Educational Leadership and Administration Principal Preparation Programs)**

The principal mentor is a licensed principal-practitioner who serves as a role model, counselor, and teacher, providing guidance and opportunities for professional development, growth, and support. The relationship between the principal mentor and the candidate is key to the candidate's successful development as an effective leader. Quality mentoring is one of the most powerful means of professional induction for beginning principals. Candidates will have three principal mentors—one in each field experience setting. Principal mentors will:

Principal Mentor qualifications:

- A master's degree is required, advanced degree in educational administration is preferred.
- Licensure or eligibility for licensure as a school administrator.
- At least three (3) years of principal experience, of which at least one year is at the age/grade level of the assignment.
- Recommendation of the school system.

School will provide the names of Principal Mentor(s) to Walden.

## **EXHIBIT D**

### **Code of Ethics for Minnesota Teachers**

All Walden University Candidates are expected to abide by the following Code of Ethics for Minnesota Teachers ([rule 8700.7500, subpart 2](#)) while at their placement sites. The standards of professional conduct include the following:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.