

# UNIVERSITY OF THE PACIFIC

*Gladys L. Benerd School of Education  
Office of Field Experiences*

## MEMORANDUM OF AGREEMENT

### **Concerning the Student Teaching Program of the Benerd School of Education University of the Pacific**

This agreement, made and entered into by and between

Mount Diablo Unified School District  
1936 Carlotta Drive, Concord, CA 94519  
(925) 682-8000

hereinafter called the District, and University of the Pacific called the University, is for the purpose of providing cooperative arrangements for student teaching for students enrolled in the Benerd School of Education, University of the Pacific.

- I. The District agrees:
  - A. To provide laboratory resources and related educational services to student Enrolled in the student teaching programs of the Benerd School of Education, University of the Pacific.
  
- II. The University agrees:
  - A. To provide tuition remission to the cooperating teachers of the District in accordance with the policy outlined in the most current *Student Teacher Handbook* for teacher supervisor service.
  - B. Not to assign more than one student to any cooperating teacher in any given class hour.
  - C. To provide participating teachers with the university's *Student Teacher Handbook*, evaluation materials, and assistance in developing supervision skills.
  - D. To be responsible for the final evaluation of the candidate's completion of student teaching.
  
2. It is mutually agreed that:

- A. The principals or special program administrators of the District and the Director of Student Teaching (or his/her designated representative) will be responsible for assigning students teachers, selecting cooperating teachers, and working out the student's program of experience in cooperation with principals and cooperating teachers.
- B. The cooperating teachers are required to have the following qualifications:
- i. Be fully credentialed by the Commission on Teacher Credentialing(CTC) for the subject(s) being taught.
  - ii. Have taught at least three years in the elementary/secondary schools.
  - iii. Have taught at least one year in the present assignment or near completion of the first year in the present assignment. (A school administrator may advise on selection of a cooperating teacher in cases where the prospective teacher has served less than a year at his/her present assignment. The final decision on exceptions will be made by the Director of Student Teaching.)
  - iv. Be tenured in the district. (A school administrator may advise on selection of a cooperating teacher in cases where the prospective teacher is not tenured in the district. The final decision on exceptions will be made my the Director of Student Teaching.)
  - v. Be recognized as a successful teacher.
- C. The student teacher will have received a valid *Certificate of Clearance* from the Commission on Teacher Credentialing or will have signed a sworn *Affidavit for Certificate of Clearance* before the Associate Dean of Education of the Director of Student Teaching.
- D. The student teachers will be placed in situations in which they gain experience teaching students of diverse ages, abilities, cultures, and ethnicities, and assumes other responsibilities of full-time educators.
- E. The Director of Student Teaching will be responsible for the distribution of tuition remission credits. All credits will be mailed to the cooperating teacher at their school address within 30 days of the end of the student teaching semester.
- F. The University Supervisor and the cooperating teacher will carry out due process procedures as prescribed by the UOP Student Teacher Handbook. These processes include the completion of Cooperative Evaluations of Student Teachers and the signing of the *Candidate Competence and Performance Checklist*.

G. The term of the agreement shall be for an indefinite time period. This agreement may be renewed for additional periods if approved by both parties in writing. Notwithstanding the term stated, this agreement may be renewed and amended at the end of each school year.

III. Sexual and Racial Harassment

A. Sexual and racial harassment are not acceptable in an education setting. If a University of the Pacific student, representative or employee is involved in a sexual/racial harassment situation, University of the Pacific is interested in dealing with it as expediently as possible. When a University of the Pacific student, representative or employee is named as the alleged perpetrator, the university and school district will follow the university's established procedures for dealing with sexual/racial harassment. If the alleged perpetrator is a school district teacher, representative or employee, the university and school district will follow the school district's established procedures for dealing with sexual/racial harassment.

IN WITNESS WHEREOF the parties have caused these presents to be executed by resolutions of their respective governing boards.

1-29-2010  
Date

1-29-2010  
Date

[Signature]  
Dean, Benerd School of Education

[Signature]  
Designee, Curriculum and Instruction  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designee  
Mount Diablo Unified School District