College of Education and Human Services
Western Illinois University
Student Teaching Program

STUDENT TEACHING AGREEMENT

This Agreement is entered into by ____________________________________________ (district name and number), with its principal office located at ____________________________________________________ (address, city, state and zip) and Western Illinois University at Macomb, Illinois. Western Illinois University is hereinafter referred to as the “University” and the School District shall be referred to as “District.”

It is hereby agreed that:

1. The District and University shall:
   a. Comply with all policies, principles, and procedures contained in the Western Illinois University Student Teaching Handbook, including syllabus, copies of which have been received and reviewed by the District.
   b. Work together in selecting student teaching sites and Mentor Teachers, describing and interpreting the student teaching program, and providing and participating in in-service education programs for Mentor Teachers and other school personnel.
   c. Have the right and professional obligation to terminate a Student Teacher’s assignment, for cause, at any time, after conferring with the Student Teaching Supervisor.

2. The District shall:
   a. Expedite the processing of student teaching applications and notify the University, through the Student Teacher Supervisor, of its decision as early as possible.
   b. Accept as a condition of this Agreement University policy with respect to a Student Teacher’s position in the event of a strike or work stoppage in the District. This policy requires that the Student Teacher remain neutral and confer with his/her Student Teacher Supervisor.
   c. Provide each Student Teacher with the same liability protection provided to the regular teaching faculty of the District.
   d. Secure the approval of the Student Teacher Supervisor before utilizing the Student Teacher in any unusual manner or in any emergency situation. Student Teachers may not serve as substitute teachers.
   e. Provide the Student Teacher with suitable space and facilities to perform his/her assigned responsibilities.
   f. Make available to the Student Teacher all appropriate student handbooks, teacher handbooks, curriculum guides, and school district policies.
   g. Direct the Mentor Teacher, on or before the end of the student teaching assignment, to prepare a final evaluation of the Student Teacher’s performance, using the form provided by the University. This evaluation shall be subject to the provision of Public Law 93-380, the Family Education Rights and Privacy Act of 1974.
   h. Provide substitute teachers, at no cost to the University, when the Mentor Teachers and Student Teachers are released for in-service training directly related to student teaching activities.

3. The University shall:
   a. Initiate all requests for student teaching assignments so that the District shall have sufficient time to process the requests and to select qualified Mentor Teachers. Sufficient background information will be included to enable the District to decide whether or not it is willing to accept the Student Teacher.
   b. Assure that only those students properly prepared are permitted to apply for a student teaching assignment.
c. Assign a Student Teacher Supervisor to supervise all Western Illinois University Student Teachers. The Student Teacher Supervisor will also consult with, and provide assistance to Mentor Teachers and Student Teachers.

d. When possible and appropriate, and at the request of the District, provide in-service education programs for Mentor Teachers and other school personnel.

e. Pay prorated honorarium to the Mentor Teacher, per Student Teacher placed in the District, according to the current payment schedule. In addition, the University shall provide three, one-semester hour Tuition and Fee Waivers for each Student Teacher supervised. Honorarium payments will be made shortly after all final evaluations or student teaching performances are submitted to the Student Teacher Supervisor.

f. Assure that Student Teachers have completed a Federal Bureau of Investigation Finger Printing and a TB skin test PRIOR to student teaching.

g. Assure that Student Teachers have successfully completed the Content Test in their major, prior to student teaching.

h. Assure that Student Teachers have successfully completed the State online training for Mandated Reporters.

This Agreement shall remain in force until such time as it may be rescinded by either party or superseded by a new agreement.

IN WITNESS WHEREOF, the District and the University agree to the above.

____________________________________            _____________________________________
Coordinator, University Field & Clinical Superintendent/or Designee – Signature
Experiences - Signature

____________________________________
Superintendent/or Designee – Print

____________________________________            _____________________________________
Date                                                                 Date

3/2010