

## APPENDIX L

### A STUDENT AGREEMENT BETWEEN DOANE UNIVERSITY AND COOPERATING PUBLIC SCHOOLS

The following agreement between Doane University and the \_\_\_\_\_ Public Schools is to clarify the responsibilities of the cooperating school, the teacher, and the University regarding the student teacher preparation program.

#### **Doane University assumes the following responsibilities in student teaching to:**

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1. Select and approve schools with which it cooperates;
2. Establish and maintain good rapport with the personnel of the cooperating school;
3. Arrange with the school administrators for all things that may be necessary to insure successful conduct of the student teaching program;
4. Provide all pertinent information to the officers of the school and cooperating teachers in face-to-face meetings as well as in writing;
5. Prepare, select, assign and orient the student teachers in the program;
6. Supervise the student teaching activities through competent supervisors, who will (1) make a minimum of five supervisory visits, and who are on call for special visits; (2) counsel with the cooperating teacher, the student and others concerned; (3) give additional assistance as needed;
7. Evaluate the work of the student teacher in consultation with the cooperating teacher and the principal on the basis of their oral and written reports as well as the personal observation of the supervisor;
8. Re-assign student teachers for cause;
9. Agree with the local school systems as to how many students may be placed with the cooperating teacher for a year;
10. Provide suitable recognition to the cooperating teacher or school for services rendered to student teaching;
11. Provide consultation services to the school when requested in such areas where this is possible and desirable;
12. Provide in-service training for cooperating teachers through planned conferences between cooperating teachers and university supervisors;
13. Supply the cooperating teacher with personnel and educational data on students well in advance of their arrival at the school, and plan some form of induction conference with the principal, student and cooperating teacher.

#### **The Cooperating School and Teacher assume responsibility for:**

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1. Receiving the student as a teacher-in-training;
2. Careful induction into the art of teaching;
3. Acquainting the student with the auxiliary personnel and services in the school;
4. Supervising the student's experience through formative and summative evaluation;
5. Providing opportunity to put the student on his/her own;
6. Demonstrating effective teaching methods and techniques;
7. Passing along professional information;
8. Creating a positive attitude towards teaching;
9. Completing evaluation forms at designated intervals;
10. Making helpful suggestions in student teaching to the university supervisors.

Doane University does not discriminate in any of its academic or nonacademic programs or in its hiring policy on the basis of sex as required by Title IX. It is also the policy of Doane to be assured that no school with which it is cooperating discriminates in any of its programs or hiring policies on the basis of sex. Signing this agreement indicates that the school with whom Doane is cooperating is in full compliance with Title IX.

**Doane University Education Department**

<p>The above agreement was discussed and signed on _____, 20____.</p> <hr/> <p><b>Tim Frey, Ph. D.</b> <b>Dean, College of Education</b> Doane University Representative</p>
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**Cooperating School**

<p>The above agreement was discussed and signed on _____, 20____.</p> <hr/> <p><b>Printed Name</b> Cooperating School Representative</p> <hr/> <p><b>Signature</b> Cooperating School Representative</p>
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