

## **AFFILIATION AGREEMENT – WAKE COUNTY PUBLIC SCHOOL SYSTEM**

This agreement is between the Wake County Public School System (WCPSS) and  
Valdosta State University hereinafter referred to as the (IHE).

### **I. SELECTION OF LEA COOPERATING PERSONNEL**

The following criteria were jointly developed by the participating IHE and WCPSS to be used in the selection of teachers/supervisors who will provide supervision for student teaching, practicum, and internship experiences.

- A. To serve as a cooperating teacher/supervisor, the candidate must have completed a minimum of three years of successful teaching or relevant professional experience within five years prior to selection. In addition, the candidate must hold the current position at least one semester and preferably one year at the current site.
- B. Selection as a cooperating teacher/supervisor requires a recommendation from his/her principal/immediate supervisor.
- C. The cooperating teacher/supervisor will display the competencies as outlined on the North Carolina Candidate Evaluation Instrument. Principals/immediate supervisors will review the evaluation to provide additional evidence that the candidate possesses the desired core competencies.
- D. A cooperating teacher/supervisor must be highly qualified and licensed in the field for which he or she is being asked to supervise a student teacher/intern and must teach/practice in that area at least 50 percent of the school day during the observation period.
- E. To supervise a graduate intern, the cooperating teacher/supervisor must be highly qualified and possess appropriate graduate-level licensure.

### **II. PREPARATION FOR THE ROLE OF COOPERATING TEACHER/SUPERVISOR**

The IHE and WCPSS will cooperate as needed to provide support and extend training opportunities for cooperating teachers/supervisors.

- A. Training may be developed jointly between the IHE and WCPSS and reviewed annually by representatives of all agencies. Area training institutes may be established which use cross-institutional faculties.
- B. WCPSS should award cooperating teachers/supervisors one unit of renewal credit for supervision of each student teacher or graduate intern up to a maximum of three renewal credits during a five year period.
- C. It is recommended that cooperating teachers/supervisors have completed mentor training. Mentor training can be through the IHE and/or WCPSS.

### III. PLACEMENT OF EARLY FIELD EXPERIENCE STUDENTS, STUDENT TEACHERS, AND INTERNS

#### A. SITE ASSIGNMENTS

1. The IHE will inform the appropriate WCPSS personnel of early field experience placement requests.
2. Only WCPSS personnel and the IHE Director of Teacher Education and/or Field Experiences are responsible for requesting and confirming site assignments.
3. WCPSS and the IHE will use North Carolina's standard health certificate for all student teachers and interns. The IHE will ensure that health certificates, including physicals and TB results, are filed with WCPSS prior to the student's reporting to the school site.
4. The IHE will submit requests for placement sites to WCPSS according to the schedule specific to the LEA.

	FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
<u>Student Teachers/Interns</u> IHEs Request Placements and submit required paperwork	July 1	December 1	May 1
<u>Preservice Teachers/Interns</u> IHEs Request Placements and submit required paperwork	September 1	February 1	May 1

5. The IHE will assure that the student has met the minimum GPA by the beginning of student teaching/intern assignment period. The IHE will withdraw the application if the student has not met the requirements of the IHE.
6. The IHE will notify WCPSS of any concerns regarding a student's qualifications and/or suitability to be on any WCPSS campus. Concerns include, but are not limited to, academic or behavioral issues.
7. The assignment of student teachers and interns and the selection of participating schools will be processed without racial and institutional biases. Every consideration should be given to provide student teachers/interns with diverse experiences. Each agency (WCPSS or IHE) reserves the right to veto a particular placement if there is reason to believe the match between cooperating teacher/supervisor and the student teacher/intern will not be successful.
8. A cooperating teacher/supervisor should supervise only one student teacher or graduate intern per school year unless the assignments are related to a unique IHE program need endorsed by WCPSS. This is further dependent upon the willingness of the cooperating teacher/supervisor and the approval of the administrator.



9. It is recommended that mentors for beginning teachers not serve simultaneously as cooperating teachers.
10. Students are required to submit to online Criminal Background Checks, including national and state sex offender checks, in order to be considered for approval. This requirement is at the student's expense and applies to all prospective pre-service students, student teachers, and full-time interns. No student may begin a school-based experience without the approval of Human Resources, and WCPSS reserves the authority to deny approval of any student based on a review of the available information.
11. To access the WCPSS Procedures for Pre-Service Students and Student Teachers, please visit:  
<http://www.wcpss.net/careers/opportunities/student-teachers.html>

## B. LATE PLACEMENTS

Late placements will be handled the same as regular placements, using the same forms. Every effort will be made by WCPSS personnel to expedite the placement through calls followed by the appropriate paperwork. WCPSS cannot guarantee a late placement request. The late placement of student teachers may occur when there has been a request for the following reasons:

1. Policy
  - a. The original placement is not approved by WCPSS because:
    - The first cooperating teacher requested is not available.
    - The first cooperating teacher has a different assignment.
    - The first cooperating teacher has a beginning teacher.
    - WCPSS has reason to believe that the first placement would not be successful and the student is dropped and/or reassigned.
  - b. The original placement is not approved by the IHE because:
    - The IHE requests a change in order to meet licensure requirements.
    - The student teacher/intern is late qualifying.
    - The IHE has reason to believe the first placement would not be successful and the student is dropped and/or reassigned.
    - The IHE requests another placement of the student originally assigned to another LEA.
  - c. Other reasons agreed to by the IHE and WCPSS as being justifiable may be considered. It is not considered justifiable to make a late placement that would require moving other students whose placement has already been confirmed.
2. Procedures

Late placement requests may be requested (via phone or email), but must be followed immediately by the Triangle Alliance forms,

background check information, and health certificates for each student teacher/intern. These should be sent to the appropriate WCPSS personnel and clearance received before the student reports to the school.

#### C. SITE TERMINATION

1. A cooperating teacher/supervisor may initiate an intervention after consultation with the appropriate IHE supervisor, and if necessary, the school administrator.
2. The IHE recognizes that students must comply with all policies, procedures, and expectations. WCPSS will notify the IHE of concern(s), and if requested by WCPSS, the IHE will remove the student teacher/intern (or any student) from the setting, and the placement will be terminated. Reasons for termination may include, but are not limited to, violations of WCPSS policy.
3. After consultation with WCPSS personnel, an IHE supervisor may initiate termination of a placement with or without consent from WCPSS.
4. WCPSS reserves the independent right to terminate student placements.
5. A student teacher/intern may request review of a placement through the appropriate IHE supervisor.
6. The IHE supervisor will explain any termination of placement to the student teacher/ intern.
7. A letter explaining the placement withdrawal should be sent by the IHE supervisor to the cooperating teacher/supervisor and a copy can be sent to the school administrator.
8. If a change in the cooperating teacher/supervisor assignment is necessitated due to a change in circumstances at the school, such change requires notification in writing by WCPSS to the IHE.

#### **IV. SUPERVISION**

The IHE and WCPSS agree to the following guidelines for the appropriate and effective supervision of student teachers and interns.

The IHE will provide:

- A. A student teacher handbook/practicum guideline to each cooperating teacher/supervisor on or before reporting date of the student teacher/intern. The handbook will define the explicit responsibilities of the cooperating teacher/supervisor and the university supervisor relative to instruction, observation, conferencing, licensure requirements, and evaluation instruments.



- B. The IHE will ensure that the IHE faculty member who supervises student teachers/interns has appropriate qualifications. It is recommended that these qualifications include both content area and supervisory certification.
- C. A graduate student who serves as the IHE supervisor for student teaching must have at least three years of successful classroom teaching experience, appropriate content area licensure, and training in supervision. Any graduate student serving as an IHE supervisor must be under the direct supervision of a member of the IHE teacher education faculty. The supervising IHE faculty member must cosign evaluation and certification forms completed by a graduate student serving as an IHE supervisor.
- D. During the student teaching period, the IHE supervisor will make a minimum of four on-site observations, each for a minimum length of 45 minutes. Regular and consistent contact (email, phone, discussion board, Voicethread, Skype, etc.) is recommended with student teacher/intern and/or cooperating teacher. Each observation should include timely and meaningful feedback with the student teacher/intern and, as appropriate, with the cooperating teacher.
- E. All formal evaluation conferences will include the student teacher/intern, the cooperating teacher/supervisor, and the IHE supervisor.

#### V. STUDENT EVALUATION

Joint evaluation shall adhere to the following guidelines:

- A. The IHE supervisor and the cooperating teacher/supervisor will jointly determine the assessment of the student teaching/practicum. The final grade assignment will be the responsibility of the IHE.
- B. If the IHE and WCPSS disagree relative to a recommendation for initial certification, IHE can request another placement experience for the student teaching/practicum experience.
- C. Student teaching/internship may be waived or amended in unique situations with the appropriate documentation and mutual agreement from the IHE and WCPSS. Examples of unique situations may include when a licensed teacher applies for additional certification areas or is currently employed in a teaching capacity by WCPSS.

The contract between IHEs and LEAs will be reviewed every five (5) years. The LEA and IHE have the option to end its affiliation at any time.

ENDORSEMENTS

This contract, as developed by the Triangle Alliance for Improvement in the Preparation of Teachers and Other Certified Personnel, is confirmed by:

Valdosta State University [Signature] on 12/18/13  
(Name of IHE and Signature of IHE Personnel) (Date)

and by

[Signature] on 12/18/13  
(Name of LEA and Signature of WCPSS Personnel) (Date)

for implementation during the 20 13 - 20 14 academic year.