

SUPERINTENDENT OF SCHOOLS  
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HOKE MORROW  
BRYAN UPSHAW

## MEMORANDUM OF UNDERSTANDING

The Board of Regents of the University of Georgia By and On Behalf of

VALDOSTA STATE UNIVERSITY AND  
HOUSTON COUNTY SCHOOL SYSTEM

### AGREEMENT

As a result of this collaborative and integrative endeavor, the partners recognize the centrality of efforts to improve the learning of children, and the preparation and development of student placements. Acceptance of these primary aims commits the partners to the following shared responsibilities:

### VALDOSTA STATE UNIVERSITY

**Valdosta State University** agrees to enter into a three (3) year agreement with the *Houston County School System* beginning with the 2019-2020 School Year (July 1 – June 30).

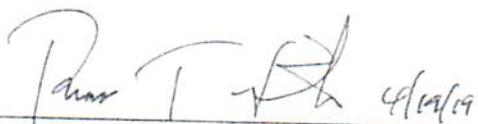
1. **Valdosta State University** agrees to send well-prepared student placements who will provide individual and group instruction for *Houston County* students as required by the *Houston County School System*.
2. **Valdosta State University** agrees to maintain a productive professional relationship with the *Houston County School System* by having the professor(s) responsible for student placements assign a supervising teacher to work in close collaboration with school and system personnel to adequately supervise all **VSU** placements.
3. **Valdosta State University** Dean, Department Chair, and Director of Clinical/Field Experiences will maintain ongoing communication with the appropriate *Houston County School System* administrators regarding all **VSU** placements.
4. **Valdosta State University** agrees to have all student placements follow system policies, procedures, and professional conduct expectations consistent with the expectations of all *Houston County* personnel.
5. **Valdosta State University** agrees to have all student placements follow the system policies and procedures regarding the conducting of research and the use of audio/videotaping with the *Houston County School System*.

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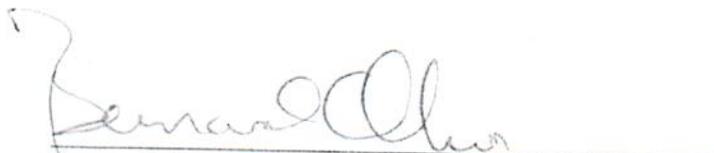
## CONCLUSION

By affixing their signatures below, the undersigned parties agree to establish a positive working relationship. This partnership is built upon trust and respect for each other's primary mission, namely the enhancement of the student placement's experience and the promotion of high quality educational opportunities for the students of the *Houston County School System*. However, should circumstances arise that give reasons for dissolution of the partnership, the parties will mutually agree upon the terms of termination. In addition, failure of either party to adhere to the terms set forth in the agreement will warrant termination of said agreement.

The **Valdosta State University/Houston County School System** partnership is officially recognized and agreed upon effective this 1<sup>st</sup> day of July, 2019.



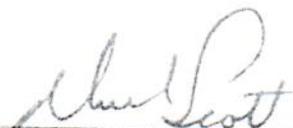
Provost & V.P. of Academic Affairs  
Valdosta State University



Dean, College of Education  
Valdosta State University



Director of Clinical Experience/Certification  
Valdosta State University



Superintendent of Houston County Schools



Director of Professional Learning, Houston County

Approved as to form  
Valdosta State University  
Office of Legal Affairs  
Lee Davis, Chief Legal Officer   
Date: 2019.04.18



## Henry County Schools

### Teacher Candidate Field Experience Agreement

This agreement is made and entered by The Board of Regents of the University System of Georgia by and on behalf of Valdosta State University through its Dewar College of Education and Human Services, Valdosta, Georgia (hereinafter referred to as University) and Henry County Schools, McDonough, Georgia (hereinafter referred to as School System). This is a two-year agreement from the date signed, after which the contract will require renewal.

#### General Policies and Understandings

1. Students assigned to Henry County Schools for student teaching or other pre-service teaching experiences will be expected to adhere to all standards of professional conduct and instructional procedures which Henry County Board of Education requires of classroom teachers and conform to all regulations of the University.
2. University students will assist administrators, teachers and pupils during their field experiences but will assume only those responsibilities which the supervising school staff members delegate to them. At all times their activities will be under the direction of the designated teacher(s) and administrator of the school.
3. University students will be permitted to carry on special field studies and research projects and provide special services for groups and individual pupils only when prior approval has been granted by the administrator(s) of the School System and the University's Teacher Education Coordinator of Field Experiences.
4. The School System shall reserve the right to withdraw any student from a school based upon lack of competency on the part of the student, the student's failure to comply with the rules and policies of the Henry County School System, or for any other reason the University or the School System deem appropriate.
5. Neither the School System nor the University will discriminate against any person because of race, color, religion, sexual orientation, gender, or national origin nor discriminate against any student applicant with a disability as defined by the American Disabilities Act.
6. This is an Agreement of Collaboration between two independent parties. Each University student is placed with the school to receive an educational experience as part of the academic curriculum; duties performed by a University student are not performed as an employee of the School System or University, but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision of the School System and University personnel. However, final authority in the school(s) rests with the administration of the School System.
7. This agreement may be modified at any time by mutual consent of the appropriate officials of both parties; but any modification hereto shall be in writing and signed by both parties.

8. The educational experiences shall include classroom observations, exploratory and pre-teaching activities, special field studies and research projects, and student teaching.

**School System Responsibilities:**

1. The School System will allow University candidates to teach classes under the guidance and direction of School System teachers.
2. Individual University candidates in the Teacher Education Programs of the University will be allowed to observe regular classroom work and other activities of the school staff. Group observations will be permitted only upon specific prior approval and arrangement between the Coordinator for Educational Field Experiences and the School System Administrators.
3. The School System's designated district representative(s) will select and assign supervising teachers. Local school principals will also be involved in this process to assure selection of the most qualified and competent teachers possible. However, supervising teachers will have at least three years of teaching experience and will have highly qualified certification in the area of supervision.
4. The School System will be certain that the activities of the University candidate are under the direction of a designated teacher or administrator of the School System at all times during the field experience.
5. In the absence from the work site of the mentor teacher, the School System will provide a substitute teacher. Legal responsibility of the class will reside with the substitute teacher.
6. It is agreed that the administrator of the School System, or his or her designee, will periodically monitor all University candidates participating in the program. Upon request, the School System staff shall assist the University in the evaluation of the performance of participating University students.

**University Responsibilities:**

1. The University Coordinator for Educational Field Experiences will provide the School System's Human Resource Services Department requests for placement of any candidates at least four business weeks prior to placement. The Coordinator will specify in detail the type of work in which the candidate is to engage and the beginning and ending dates of the assignment.
2. The University will use its best efforts to see that the field experiences at the School System are conducted in such a manner as to enhance the education of the School System's students. Only the University students who have successfully completed the prerequisite portion of their curriculum should be selected for participation in a program.
3. For each University course that has a field component, a syllabus will be provided to the School System and will include the roles and responsibilities of the candidate and of the University faculty and the expectations of the School System faculty members and administrators.

4. The University will provide a staff member to coordinate the activities of all candidates placed in the school district. Intern candidates will be supervised and evaluated by University coordinators and school-based educators on a continuous basis.
5. The Department of Teacher Education personnel will make available to all candidates participating in field experiences in the School System information about the availability of liability insurance. The Department of Teacher Education shall make known to their University students that the school principal is the responsible person in any school and has the right to discontinue any assignment without prior notice.
6. The University will remove, reassign, or otherwise address the problems of any student whose work is judged by the supervising teacher and/or building administrator to jeopardize the educational advancement of the class.
7. The University will have each candidate submit a current background check form or submit a current completed background report at the time of placement request.
8. The University affirms that completion of the program in which the candidate is enrolled prepares for professional educator certification in the State of Georgia as approved by the Georgia Professional Standards Commission.
9. Universities that provide a stipend for host teachers employed by Henry County Schools should pay stipends directly to the host teacher. In the event that the University asks Henry County Schools to distribute stipends to HCS-employed host teachers, the University will be responsible for adding the appropriate FICA/Medicare tax to the stipend amount. Current FICA/Medicare taxes are paid at the rate of 7.65% and are subject to change.

AGREED TO BY:

*School System and Address:*

Henry County Schools  
33 N Zack Hinton Parkway  
McDonough, GA 30253

Valene Suesmith  
Henry County Schools Superintendent  
Or Designee *CHRO*

Valene Suesmith  
Signature of Superintendent/Designee

2.25.19  
Date

*University Name and Address:*

Valdosta State University  
1500 N. Patterson St.  
Valdosta, GA 31698

Dr. Robert T. Smith  
Printed Name of Provost & VPAA

Robert T. Smith  
Signature of Provost & VPAA

2/25/19  
Date

Approved as to form  
Valdosta State University  
Office of Legal Affairs  
attn: M. Armstrong, Esq. Univ. Attorney  
Date 2.25.19 *MA* 190337