



Memorandum of Understanding for Field Placements

Gwinnett County Public Schools

Acknowledgments

I hereby acknowledge that I have read, understand, and agree to the terms and conditions outlined in Gwinnett County Public Schools' Memorandum of Understanding for Field Placements.

University Representative (Dean or President)

Signature Bernard Oliver Date 5/24/18

Printed Name Bernard Oliver Title Dean

GCPS Human Resources Representative

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Provost and Vice President of Academic Affairs:

Signature: Robert T. Smith Date 6/4/18

Printed Name: Robert T. Smith, Provost + VPAA

Approved as to form  
Valdosta State University  
Office of Legal Affairs  
Justin M. Arrington, Asst. Univ. Attorney JA  
Date: 5-31-18

\*All VSU Signature Authorities Sign for the Board of Regents of the University System of Georgia by and on behalf of Valdosta State University\*



## Gwinnett County Public Schools

### Memorandum of Understanding for Field Placements

This agreement is made and entered into this **1st day of August, 2018** by and between the Gwinnett County Public Schools, located in Suwanee, Georgia (hereinafter referred to as GCPS); **Valdosta State University** (hereinafter referred to as University); and the student participating in field placement. All obligations under this agreement will be performed by **Valdosta State University**. Witnesseth, the purpose of this agreement is to establish conditions for students to participate in field placements in the Gwinnett County Public Schools. This Memorandum of Understanding will remain in effect for three (3) years from **August 1, 2018-July 31, 2021**.

#### I. RESPONSIBILITIES OF THE UNIVERSTIY

1. The University or its appropriately designated responsible department shall do or cause to be done the following:
  - Verify completion of criminal background checks on all students.
  - Ensure that the student has met all prerequisite requirements before the onset of field placement, including pre-service certificate issued through the Georgia Professional Standards Commission (GaPSC).
  - Provide information to students about the acquisition of liability insurance as needed.
  - Meet NCATE/TEAC accreditation requirements, or requirements designated by the Georgia Professional Standards Commission with approved programs leading to Georgia certification.
  - Provide all information needed by the school district for the appropriate placement of students including, but not limited to (completed GCPS Placement Request Form; student resume; description of placements; description of supervisor responsibilities, etc.).
  - Communicate to students the need to comply with the district's rules, regulations, policies, and procedures: adhere to the daily schedule required of staff at the local school; maintain confidentiality relative to all matters involving students. Students participating in field placements are expected to attend school functions (faculty meetings, Individual Education Plan (IEP) meetings, PTA meetings, etc.) with the assigned supervising teacher.
  - Utilize the GCPS Student Video Release template without student contact information (i.e. address, telephone number, birth date) as needed. A downloadable version is available online at <http://gcpsjobs.org/careers/student-teach/forms>.



- Provide a university supervisor, not employed by GCPS, who has the following qualifications:
  - A. College/university faculty member at an educational institution with a teacher education program approved by the GaPSC.

**OR**

- B. University Supervisor, not employed by GCPS, who has all of the following qualifications:
    - Master's degree in Education. Ed.D/Ph.D preferred.
    - five to eight years experience in instructional leadership in a K-12 setting (ex. Principal, Assistant Principal, Special Education Coordinator, Lead Teacher, Instructional Coach, Department Chair).  
College/university agrees to provide GCPS with a curriculum vitae/resume of all university supervisors.
- Ensure that students participating in field placements have reviewed the Georgia Code of Ethics for Educators, as is required to obtain the Pre-Service Certificate issued through GaPSC. ([www.gapsc.com](http://www.gapsc.com))

## II. RESPONSIBILITIES OF THE GWINNETT COUNTY PUBLIC SCHOOLS (GCPS)

1. GCPS shall provide to do or cause to be done the following:
  - Principal/designee of local schools will determine field placements (supervising teacher, grade level, subject, etc.) As these decisions are made the following will be considered: degree(s), certification, number of years of teaching/mentoring experience, successful prior experience with observing/evaluating student teachers, teacher effectiveness as determined by student success. Students may not be placed in schools where their family members are present.
  - GCPS shall have the right, in its sole discretion, to refuse to allow any student to participate in field placement and/or to immediately remove any placed student from any GCPS premise with or without cause.
  - GCPS will retain the responsibility for the education of its students and will maintain administrative and professional supervision of the university students insofar as their presence and program assignments affect the operations of the school district.
  - Appropriate school staff, upon request, will assist the university in the evaluation of the learning and performance of students participating in field placements.

## III. RESPONSIBILITIES OF THE STUDENT PARTICIPATING IN FIELD PLACEMENTS

1. Students participating in field placements shall do or cause to be done the following:
  - Acquire liability insurance.

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- Students may request a specific GCPS placement (school, supervising teacher, etc.), but these requests cannot be guaranteed.
- Formal Student Teachers (those in their final placement) should complete a Confidentiality Agreement. This is included in the registration for Student Teaching Technology Access. Should a student teacher choose not to register for technology access, he/she will still be required to complete a Confidentiality Agreement prior to starting field hours.
- Submit to additional screening processes as necessary.
- Non-certified/classified GCPS employees may not work during the student teaching assignment period. Certified teachers may complete student teaching in their own classrooms provided that the placement has been approved by Human Resources, the Principal, and the University.
- Read and adhere to school and university policies, procedures, programs, and operating standards (hours of school operation, reporting absence/tardy, making required reports, etc.).
- Follow all reasonable and lawful directions from school officials.
- Act professionally and ethically while maintaining confidentiality.
- Financial remuneration is not provided. Travel to and from the school is the responsibility of the student participating in field placements.
- Complete all documentation/reports required by the university and the school.
- Prepare and participate in regular evaluation conferences and seminars as required by the university and/or school.
- Review the Georgia Code of Ethics for Educators ([www.gapsc.com](http://www.gapsc.com)).

#### IV. MUTUAL AGREEMENT

1. The University and GCPS will be mutually responsible for the following:
  - There shall be no discrimination on the basis of gender, age, race, color, disability, religion, or national origin in any educational program or other program, activity, or service or admissions to facilities operated by the GCPS Board of Education or in the employment practices of the Board. The university and/or the school district may withdraw any student at any time, due to lack of competency, failure to comply with the rules and policies of the school/district or the university, or for any other reason where either party reasonably believes that it is not in the best interest of the program for the student to continue. Performance issues should be addressed to:

Kimberly Tucker- Human Resources Recruitment Office  
kimberly\_tucker@gwinnett.k12.ga.us  
678-301-6125