

# Appling County Board of Education

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## Appling County Schools

### Teacher Candidate Field Experience Agreement

This agreement is made and entered by \_\_\_\_\_ (hereinafter referred to as University) and **Appling County Schools**, Baxley 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 Appling 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 Appling 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 Appling County School System, or for any other reason the University or the School System reasonably believe that it is not in the best interest of the program for the student to continue.
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 schools 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 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 the candidate is enrolled in leads to **professional educator certification in the State of Georgia as approved by the Georgia Professional Standards Commission.**

AGREED TO BY:

*School System and Address:*

**Appling County Schools  
249 Blackshear Hwy  
Baxley, GA 31513**

**Dr. Scarlett Copeland  
Appling County Schools Superintendent**

\_\_\_\_\_  
**Signature of Superintendent**

\_\_\_\_\_  
**Date**

*University Name and Address:*

\_\_\_\_\_  
**Printed Name of Dean or Designee**

\_\_\_\_\_  
**Signature of Dean of Designee**

\_\_\_\_\_  
**Date**