

STATEMENT OF UNDERSTANDING
between
THE SCHOOL OF EDUCATION, SEATTLE PACIFIC UNIVERSITY
and
AFFILIATED SCHOOL DISTRICTS

I. PREAMBLE

Inasmuch as the School of Education, Seattle Pacific University, and school districts share common interests about the value of field experience in teacher education, school administration, school counseling, and school psychology; and, since students register for and receive university credit for school district supervised internship, this letter of understanding delineates areas of responsibility for both university and school districts.

II. UNDERSTANDING

- A. The School of Education, Seattle Pacific University, will, through faculty consultation and its faculty supervisors, carry out the functions and responsibilities specified in the following areas:
1. Placement of interns
 - a) The School of Education will confer with the school district about numbers and types of interns it might accept for placement in the district, the nature of school district needs, and its expectations of interns in meeting those needs.
 - b) The School of Education will screen students carefully and endeavor to make appropriate placements. The University places interns only with school districts whose affirmative action policies prohibit discrimination on the basis of race, color, age, creed, sex, physical disability, and national origin.
 - c) The School of Education will provide the school district with appropriate information about each intern's professional interests and background.
 - d) The School of Education will assure the district that each candidate has had the appropriate state required background check including fingerprint clearance prior to placement of the student as an intern.

2. Consultation to school districts and classroom teachers.
 - a) The School of Education will designate a University coordinator for each intern placed in the district.
 - b) The University coordinator will carry out such responsibilities as:
 - (1) providing information on the School of Education programs;
 - (2) reviewing, with the classroom teacher, principal, counselor, or school psychologist, regarding student progress and problems;
 - (3) visiting the classroom on a regular basis to observe and confer with the intern and classroom teacher, principal or counselor;
 - (4) providing an internship handbook; and
 - (5) assisting or facilitating the development of educational programs in the school as these relate to interns.

3. First-year teacher, administrator, school counselor, or school psychologist assistance program:
 - a) Upon receipt of a written request for assistance from the district, the School of Education will designate a faculty member to assist the first-year SPU teacher, administrator, counselor, or school psychologist. The School of Education Dean will designate a University faculty member or a member of the appropriate Professional Education Advisory Board to assist Seattle Pacific first-year teachers, administrators or counselors employed by the district.
 - b) Assistance will take the form of consultations between the first-year employee, district designate, and the SPU designate. Consultations might occur over the telephone or after a visit to the classroom. Consultation would include: a) definition of the problem; b) identification of various options and strategies; and c) development of an action plan. Seattle Pacific would provide up to three classroom visits and consultations to assist the first-year employee.
 - c) Such University assistance and any evaluation are independent of the school district's personnel evaluation policies and may not be used as a part of the school district's evaluation of an employee.

B. The school district, under the terms of this statement of understanding, will provide field instructional opportunities to students enrolled in the Seattle Pacific University School of Education.

1. Placement of students

- a) The superintendent or designate of the school district, in cooperation with the Seattle Pacific designate, will assign interns to qualified staff members with at least three years of successful experience in the role to be trained. The school district staff members will be responsible for directing learning experience for the interns.
- b) The superintendent or designate of the school district reserves the right to interview and approve interns proposed for placement in educational settings, consistent with the school district and University policies of non-discrimination with regard to race, color, age, creed, sex, physical disability, and national origin.
- c) University credit requirements and the University calendar determine the number of internship hours required in the school district.

2. Field instruction

- a) The school district staff members will plan and confer with the designated University coordinator for the internship assignment.
- b) The school district agrees to comply with University expectations regarding quarterly evaluations of interns.

3. Support services

- a) The support services will provide reasonable support services for participating interns.
- b) The school district will allocate reasonable time to school district staff members to carry out their educational responsibilities.

III. RESPONSIBILITIES

The school district retains full responsibility for student services and for establishing standards for the quality of services rendered by interns. Interns placed within the school district for field instruction function as representatives of the school district and the University, and the school district will maintain administrative and professional supervision of the interns insofar as their presence affects the operation of the school district and/or direct or indirect service to students.

The University agrees to indemnify and save harmless the school district, its agents and employees, from and against all suits, losses and expenses for damages because of bodily injury or account of damage to the property arising out of this agreement, provided such injury to person or damage to property is due, or claimed to be due, to any acts including negligence of the University, its employees, students, or agents.

The school district agrees to indemnify and save harmless the University, its agents and employees, from and against all suits, losses and expenses for damages because of bodily injury or account of damage to the property arising out of this agreement, provided such injury to person or damage to property is due, or claimed to be due, to any acts including negligence of school district, its employees, members, or agents.

This statement of understanding may be terminated by mutual agreement, and shall be renewed every five years unless either party makes notification.

Dated this _____ 19th ___ day of _ November _____, 2008 to be effective through the 2013/2014 academic year.

School District Representative



Dean
School of Education
Seattle Pacific University
3307 Third Ave West STE 202
Seattle, WA 98119-1950

Tahoma School District
School District

25720 Maple Valley-Black Diamond Rd-S.E.
Street Address

Maple Valley, WA 98038
City, State, Zip Code

(425) 413-3400
Area Code Phone Number