

**AFFILIATION AGREEMENT BETWEEN THE UNIVERSITY OF CONNECTICUT
AND A SCHOOL DISTRICT/NON-PROFIT AGENCY**
School Psychology Program

THIS AGREEMENT is made this 23th day of August, 2013 by and between the University of Connecticut, (hereinafter referred to as "University"), an Institution of Higher Education, authorized as an agency of the State of Connecticut, and the school district/non-profit agency, [REDACTED] (hereinafter "School District/Agency"). The parties intend to be legally bound to the following terms:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- a. *Selection of Students.* The University shall be responsible for the selection of qualified students to participate in the practicum or internship. Selected students must have the appropriate educational background and skills consistent with the contemplated practicum or internship offered by the School District/Agency.
- b. *Education of Students.* The University shall provide bi-weekly on campus supervisory practicum or internship meetings to discuss issues associated with school psychology practices and assist the student in the planning and implementation of relevant activities.
- c. *Services.* The University shall place [REDACTED] in the District/Agency. *The student will* provide services (2 or 4 days per week) in concert with the District/Agency's academic year calendar, and consistent with the training goals of the School Psychology Program.
- d. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the School District/Agency and should any student fail to abide by any policy and/or procedure, after consultation with the University Faculty Advisor, he or she may be excluded from the placement.
- e. *Liability Insurance.* The School District/Agency understands that the University, as an agency of the State of Connecticut, is self-insured. Thus liability insurance is not required. Any claims against the University shall be filed with the Claims Commissioner pursuant to Chapter 53 of the Connecticut General Statutes.

II. DUTIES AND RESPONSIBILITIES OF SCHOOL DISTRICT/AGENCY

- a. *Establishment of Practicum or Internship.* The School District/Agency authorizes the use of its facilities as may be agreed upon by the School District/Agency and the University as a **Practicum or Internship placement**. The **practicum or internship is restricted to students enrolled in the University's School Psychology Program**.
- b. *Policies of School District/Agency.* The **School District/Agency** will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the **practicum or internship**.
- c. *Exclusion of Noncompliant Student.* The School District/Agency shall have the authority to immediately exclude a student who fails to comply with its policies and procedures.

Before such exclusion occurs, the School District/Agency shall inform the responsible University Faculty Advisor.

- d. *Supervision of Students.* The field-based supervision of practicum or internship students will be conducted by experienced licensed or certified school psychologists. The field-based supervisor, (name of supervisor), will meet formally with the student at least 2 hours a week to discuss issues associated with the student's assigned responsibilities.
- e. *Consideration/Payment Terms.* The School District/Agency shall pay University a fee for the services the student will provide. The fee shall be [REDACTED] payable in 2 equal payments at the beginning of each semester upon invoicing by the University. No reporting of expenditures is required.
- f. *Administration.* The School District/Agency will be responsible for and retain control over the organization, and operation of its programs.
- g. *Reporting of Student Progress.* The School District/Agency shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District/Agency.
- h. *Student Records.* The School District/Agency shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

III. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties will mutually agree upon the number of students that shall be assigned to the School District/Agency for the practicum or internship.
- b. *Goals and Planned Activities.* The School District/Agency and the University are co-responsible for planning the student's activities. Such activities shall be designed to enhance the development of competencies and professionalism relative to the training goals of the school psychology program. The School District/Agency and the University shall furthermore ensure that the practicum or internship allows the student sufficient opportunities to integrate theory, course work, and research, in an applied supervised setting.
- c. *Administration.* The School District/Agency and the University will share authority and control over the student services.
- d. *Termination of Agreement.* The University or the School District/Agency may terminate this Agreement for any reason with ninety (90) days notice to the respective address in Section III.i. below. However, should the School District/Agency terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their practicum or internship until the end of the academic semester.
- e. *Nondiscrimination.* The parties agree to adhere to nondiscrimination under Section 4a-60 of the Connecticut General Statutes, as amended to date, to ensure that employment practices under this Agreement will not permit discrimination against any person or group of persons on the grounds of race, color, religion, age, marital status, national origin, sex, mental retardation, physical disability, or sexual orientation in any manner prohibited by the

laws of the United States or the State of Connecticut.

- f. *Interpretation of the Agreement.* The laws of the State of Connecticut shall govern this Agreement.
- g. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- h. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors.
- i. *Liability.* Each party shall be responsible for its negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law. Any claim which School/Agency has against the University shall be filed with the Claims Commissioner pursuant to Chapter 53 of the Connecticut General Statutes.
- j. *Notices.* Any notices to University shall be sent to the following address:

Antje Harnisch, Ph.D.
 Interim Executive Director
 Office for Sponsored Programs
 University of Connecticut
 438 Whitney Road Extension, Unit 1133
 Storrs, CT 06269-1133

Any notices to the School District/Agency shall be sent to the following address:

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

- k. *Disputes.* The parties shall exercise all reasonable efforts to resolve any dispute arising between the two parties in connection with this agreement by good faith negotiation. If no resolution is reached within thirty (30) days, the parties shall mutually agree on another process to resolve the dispute.
- l. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

 [REDACTED]

A. COST OF EXECUTING CONTRACT

1. Two, half-time graduate assistantship, (level P) and fringe benefits at 20% (Fringes \$ [REDACTED])
2. Program Development Costs (faculty and student travel, recruitment and retention, publications, printing, assessment indices and protocols, research equipment, software, etc.)

B. INDIRECT COSTS

The University of Connecticut (20%)

Total costs (costs to be paid by the Glastonbury Public School to the University of Connecticut):

Randolph Township Schools:

BY _____

Michael Neves
Business Administrator/Board Secretary

Date: _____



FIELD EXPERIENCE AGREEMENT

THIS AGREEMENT entered into by and between Drexel University, hereinafter referenced as the **UNIVERSITY** and the Randolph Township Schools hereinafter referenced as the **DISTRICT**.

WITNESSETH

WHEREAS, the governing board of a school district may enter into agreements with a college or university approved by the Pennsylvania Department of Education to provide student teaching experience and to provide supervised field experience as may be called for in the requirements of the various authorized credentials for public school service; and

WHEREAS, any such agreement may provide for the honorarium in money or in services for the services rendered by the school district of an amount not to exceed the actual cost to the school district of the services rendered; and

WHEREAS, it has been determined between the parties hereto that the honorarium payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District;

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

I.

The District shall provide teaching experience through observations and student teaching in schools and classes of the District for teacher candidates of the University who possess a valid certificate of clearance and are assigned by the University to student teaching in schools or classes of the District. Such student teaching shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representatives may agree upon.

The District may, for good cause, refuse to accept for observations and student teaching any teacher candidate of the University assigned to a placement in the District, and upon request of the District, made for good cause, the University shall terminate the assignment of any teacher candidate of the University to observation or student teaching in the District.

“Student teaching” as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid credentials issued by the Commission on Teacher Credentialing, other than emergency or intern credentials, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching is provided.



II.

STUDENT OBSERVING

Qualifications of a Student Observer:

1. The student must currently possess a clear federal background check, which was conducted by local law enforcement authorities.

Qualifications of a Cooperating Teacher:

2. The teacher must be certified in the same area as the student observer.
3. The cooperating teacher has taught with that certification for at least 3 years and has taught in his/her current district for at least one year.

Placement Duration:

1. The placement is for a predetermined amount of hours. This will be included in the request for placement each term.
2. The placement is for the 2013-2014 academic year.
3. The start and end of dates can be adjusted in order to align with the Randolph Township Schools academic calendar year.

Cooperating Teacher Responsibilities:

1. Agree to allow the university student to actively observe classroom instruction (prior to hosting the student).
2. Agree to sign the student's observation log indicating that the student has indeed observed the class for the required amount of hours.

III.

STUDENT TEACHING

"Full-time student teaching" is an assignment for the regular school day for the full 12-week University quarter term, including all adjunct duties normally performed by a teacher. For this, the University will award the District for performance by the District of all services required at the rate of one hundred fifty dollars (\$150) for each full-time student.

Qualifications of a Cooperating Teacher:

4. The teacher must be certified in the same area as the student teacher.
5. The cooperating teacher has taught with that certification for at least 3 years and has taught in his/her current district for at least one year.



Placement Duration:

4. The placement is for 12 weeks, 5 days per week and for the full school day (a total of 60 instructional/professional development days).
5. Start and end of dates can be adjusted in order to align with Randolph Township School's academic calendar year.

Cooperating Teacher Responsibilities:

3. The cooperating teacher is asked to complete the attached application (prior to hosting the student).
4. Review the cooperating teacher orientation.
5. Complete two formal evaluations and mail/fax the signed evaluations to the School of Education at Drexel University (see orientation packet for suggested timeline).
6. Communicate with the University Supervisor throughout the duration of the placement.
7. Communicate with seminar instructor throughout the duration of the placement.

Collaboration: Teacher candidates will be participating in an online seminar course, EDUC 540, which provides continuous study and discussion. Three evaluators observe the student during this placement:

1. The cooperating teacher works with the teacher candidate in the classroom and conducts a formative and final evaluation with the PDE 430 form; as required by the Pennsylvania Department of Education.
2. A university supervisor (as identified by Drexel University) will complete a minimum of four formal observations. The university supervisor will complete the Drexel University student teaching evaluation form for each lesson observed. The supervisor will submit a formative and summative evaluation (PDE 430).
3. The Drexel University seminar instructor will view two videotapes of the teacher candidate's teaching and provide the teacher candidate with constructive feedback. Please note that student teachers will adhere to all district policies with regard to videotaping.

IV.

An assignment of a teacher candidate of the University to student teaching in schools or classes of the District shall be, at the discretion of the University for approximately one quarter term, and as much as possible, shall begin on the first day of the District semester and continue through the last day of the District semester.



DREXEL UNIVERSITY
School of
Education

V.

The term of this agreement shall commence on **December 17, 2013**, and terminate on **June 30, 2014**. These dates are flexible and dependent upon District academic calendar.

VI.

Notwithstanding anything herein contained to the contrary, this agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual consent of the parties hereto.

If you have any questions regarding any area of this letter, I would be happy to discuss how the School of Education can accommodate the Randolph Township School's policies and procedures. I can be reached via phone: (215) 895-1865 or via email: spr37@drexel.edu.

If you find this contract agreeable, the following signatures hereby indicate the approval of this contract:

Drexel University The School of Education

By *Sarah P. Ulrich*
Sarah P. Ulrich, Ed.D.
Director of Certification Programs
and Experiential Learning
School of Education
Drexel University

November 26, 2013
Date

Randolph Township Schools

By _____

Date

Title

**Board Approved
December 17, 2013**

**RANDOLPH TOWNSHIP SCHOOLS
DISTRICT
2014-2015 CALENDAR**

- Sept. 1 Labor Day
- 2 & 3 Full Day Staff Development
- 4 First Day for Students
- 25 & 26 Rosh Hashanah
- Oct. 13 School Closed for Students;
Full-Day Staff Development
- Nov. 6 & 7 NJEA Convention
- 27 & 28 Thanksgiving
- Dec. 23 Early Dismissal
- Dec. 24 - Jan 1 Holiday Recess
- Jan. 2 School Reopens
- 19 Martin Luther King, Jr. Day
- Feb. 16 Presidents' Day
- Mar 30-April 3 Spring Recess (Tentative,
contingent upon not more
than 4 days emergency closing
on or before March 31,
2015)
- May 25 Memorial Day
- June 18 Last Day for Students - Early
Dismissal
- 18 Graduation
- 19 Last Day for Staff

ALL VACATION DATES ARE TENTATIVE AND SUBJECT TO CHANGE.

**Grades K-12 are scheduled for 184 days, which allows for 4 snow/emergency days. Please see the reverse side of this calendar for changes that may be necessary if more or less than 4 emergency days are needed.*

Following are the possible student days per month:

September	17
October	22
November	16
December	17
January	20
February	19
March	20
April	19
May	20
June	14
	<u>184</u>

- △ = School Closed for Students/Full Day Staff Development
- ☆ = First Day of School for Students
- = Schools Closed
- ♥ = Early Dismissal
- ☀ = Graduation - Early Dismissal for Students/Full Day for Staff
- = Half Day Staff Development/Last Day for Teachers
- ◇ = 1 Hour Early Dismissal (for students only)
- ⊕ = 2 Hour Delayed Opening (for students only) (No AM Kindergarten)

September 2014						
S	M	T	W	T	F	S
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28	29	30				

October 2014						
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November 2014						
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December 2014						
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January 2015						
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18	○ 19	20	21	22	23	24
25	26	27	28	29	30	31

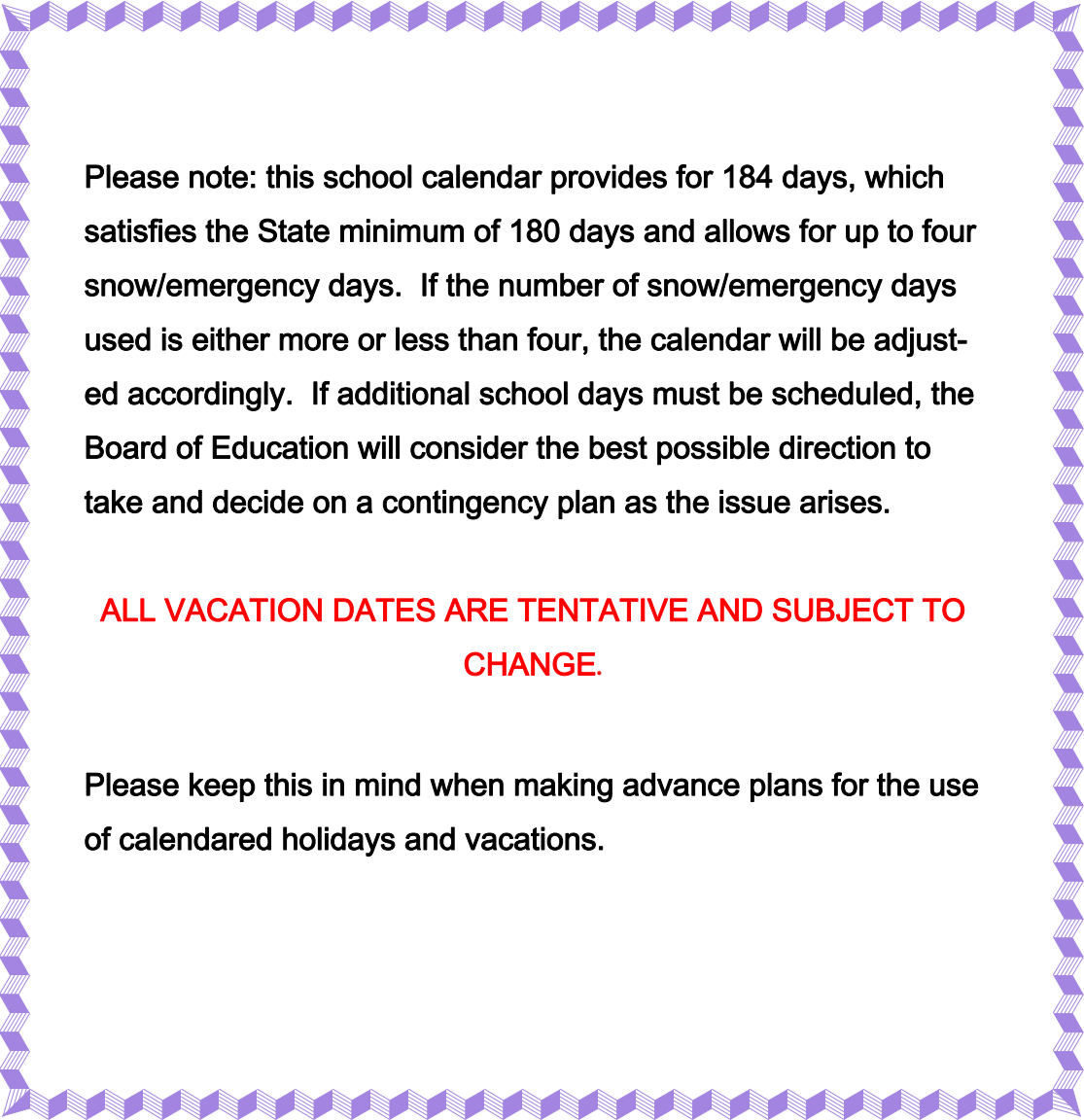
February 2015						
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March 2015						
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29	○ 30	○ 31				

April 2015						
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May 2015						
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June 2015						
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14	15	16	17	☀ 18	□ 19	20
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28	29	30				



Please note: this school calendar provides for 184 days, which satisfies the State minimum of 180 days and allows for up to four snow/emergency days. If the number of snow/emergency days used is either more or less than four, the calendar will be adjusted accordingly. If additional school days must be scheduled, the Board of Education will consider the best possible direction to take and decide on a contingency plan as the issue arises.

ALL VACATION DATES ARE TENTATIVE AND SUBJECT TO CHANGE.

Please keep this in mind when making advance plans for the use of calendared holidays and vacations.

**Board Approved
December 17, 2013**

**RANDOLPH TOWNSHIP SCHOOLS
DISTRICT
2015-2016 CALENDAR**









Sept. 1 & 2 Full Day Staff Development
3 First Day for Students
7 Labor Day
14 & 15 Rosh Hashanah
23 Yom Kippur
Oct. 12 School Closed for Students;
Full-Day Staff Development
Nov. 5 & 6 NJEA Convention
25 Early Dismissal
26 & 27 Thanksgiving
Dec. 23 Early Dismissal
Dec. 24 - Jan 1 Holiday Recess
Jan. 4 School Reopens
18 Martin Luther King, Jr. Day
Feb. 15 Presidents' Day
Mar. 25 Good Friday
Apr. 4-8 Spring Recess (Tentative,
contingent upon not more
than 4 days emergency closing
on or before March 31,
2016)
May 30 Memorial Day
June 21 Last Day for Students - Early
Dismissal
21 Graduation
22 Last Day for Staff

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June	<u>15</u>
	184

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September 2015

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November 2015

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December 2015

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January 2016

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February 2016

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March 2016

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April 2016

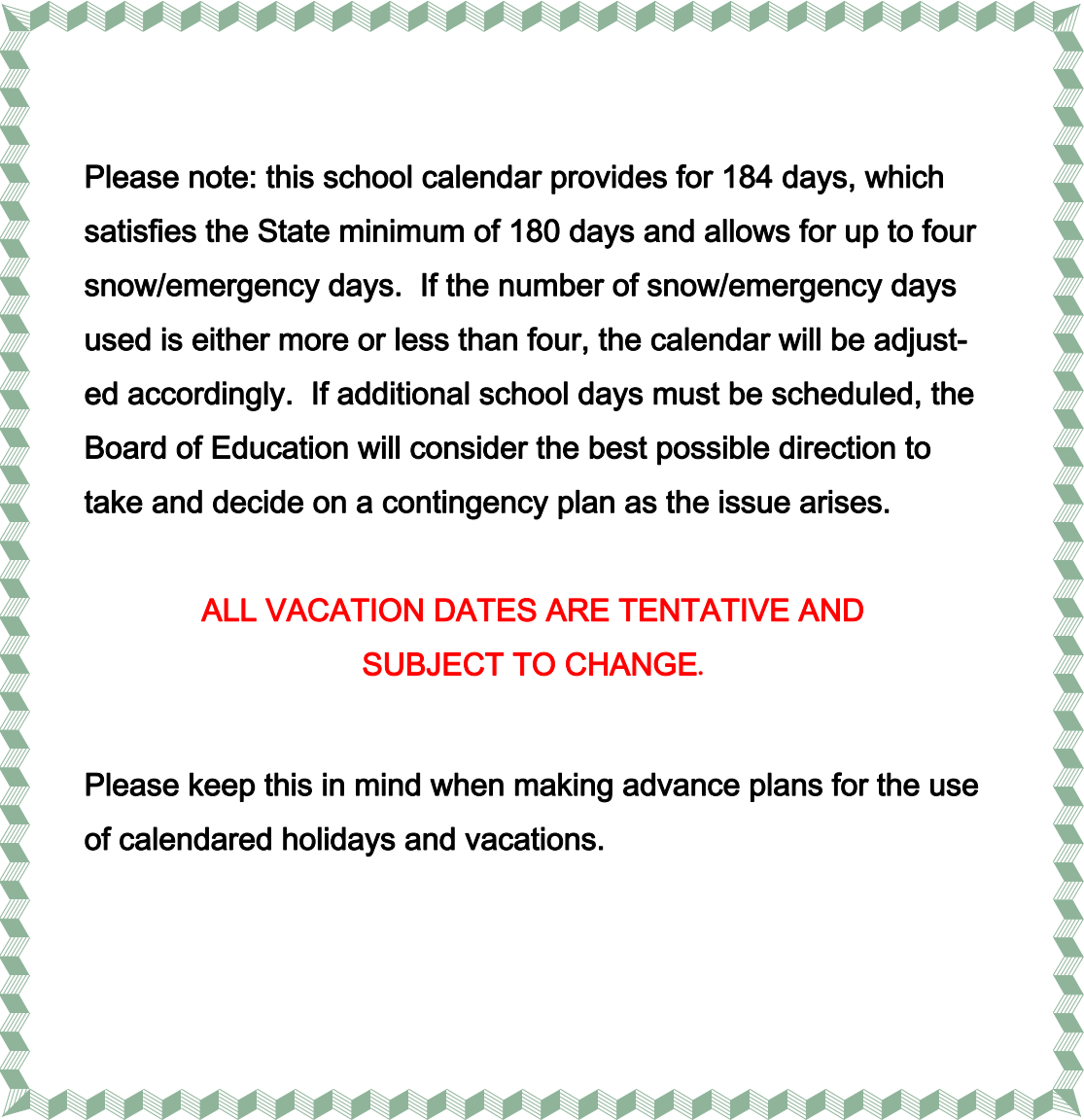
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May 2016

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June 2016

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12	13	14	15	16	17	18
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26	27	28	29	30		



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