



CENTRAL STATE UNIVERSITY • College of Education  
1400 Brush Row Rd.  
P.O. Box 1004  
Wilberforce, OH 45384

## MEMORANDUM OF UNDERSTANDING BETWEEN CENTRAL STATE UNIVERSITY'S COLLEGE OF EDUCATION AND HOLLISTER SCHOOL DISTRICT

This agreement is made and entered into by and between Central State University's (CSU) College of Education, hereinafter referred to as the College and **Hollister School District** hereinafter referred to as the District.

1. The College agrees to assume responsibility for the following tasks:
  - a. planning and executing the student teaching program and field courses curriculum, faculty supervisory assignments with consultation from school partners;
  - b. ensuring that methods candidates and student teachers are fully admitted to their teacher education programs and are informed of District policies and regulations including dress codes and professional standards of behavior in and out of the classroom as well as their presence on social media;
  - c. certifying that all students placed within the school district have clear BCI and FBI criminal background checks on file with the College. No student will be placed in the school district with a disqualifying criminal conviction as listed in O.R.C. 3319.39;
  - d. completing and forwarding required information and materials by the District such as handbooks, etc.;
  - e. ensuring that candidates and student teachers understand that they are not permitted to contact District principals or cooperating teachers to make their own placements;
  - f. placing only observation and methods candidates and student teachers who have met criteria for such placement under College and District policies and regulations;
  - g. reviewing the CSU methods and student teaching handbooks with all critical stakeholders and following all guidelines and requirements;
  - h. assigning competent and experienced College faculty supervisors to oversee candidates' field assignments and student teaching;
  - i. providing preliminary and follow-up professional development, correction, written instructions such as the handbook etc., for all candidates and student teachers in the field;
  - j. requesting and adhering to District guidelines, protocol, procedures, etc.;
  - k. providing appropriate professional development and incentives for the District cooperating teachers or other District personnel as needed; and
  - l. withdrawing or dismissing any university supervisor, methods candidate or student teacher found to be unacceptable to the District for reasons of poor performance or other reasonable grounds.

**Memorandum of Understanding – CSU and Hollister School District**

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2. The District agrees to assume responsibility for the following tasks:

- a. providing opportunities for observation and methods candidates and student teachers to work in a learning and/or teaching classroom situations under the supervision of experienced, licensed, professional teachers;
- b. assuming and maintaining responsibility for the placement of observation and methods candidates as well as student teachers;
- c. allowing cooperating teachers time to participate in College training and preparation training;
- d. assigning agreeable, experienced, licensed, professional cooperating teachers;
- e. following the policies and procedures as listed in the College handbooks;
- f. notifying the College of changes in the licensure status of any cooperating teacher;
- g. maintaining confidentiality of candidates' records and data subject to the provisions of state and federal statutes; and
- h. supplying the university supervisor with required District paperwork, forms, and information.

3. General provisions:

- a. The term of this agreement shall commence on **August 1, 2022** and end on **August 1, 2024**.
- b. Any amendments to this agreement must be made in writing.

School District: **Hollister School District**

Signature: 

Date: 6/23/22

Print Name: LINDA VIUABON

Title: HR DIRECTOR

University: **Central State University**

Signature: 

Date: 05/13/2022

Print Name: F. Erik Brooks

Title: Provost and VP for Academic Affairs

College: **College of Education**

Signature: 

Date: 5-5-22

Print Name: RAJEEV SWAMI

Title: INTERIM DEAN