

COLLABORATIVE FIELD EXPERIENCE AGREEMENT
Between
WILLIAM PATERSON UNIVERSITY and the SCHOOL DISTRICT

It is agreed that the College of Education at William Paterson University of New Jersey (WPUNJ) and the School District (listed on the form) have joined together to offer a student teaching field experience program for the education student (listed on the form).

The University commits itself to the following:

1. To insure that the student has met all academic requirements as prerequisites to this experience;
2. To send to the cooperating teacher a handbook manual, and all necessary evaluative material;
3. To provide support services, through a seminar, for the student;
4. To assign a university field supervisor whose responsibilities include observing the university student teachers eight times and practicum students two times, meeting with the cooperating teacher, advising the student on ways to improve, and being responsible for issuing the field experience grade;
5. To pay an honorarium to the cooperating teachers of student teachers and provide Professional Development hours. To provide appropriate Professional Development hours to the cooperating teachers of practicum students.
6. To notify the school immediately, followed by written notification to the district office, if the university student is to be removed from the school classroom.

The School District commits itself to the following:

1. To provide a classroom facility where the student will practice teaching students in the School District;
2. To assign a cooperating teacher using the enclosed WPUNJ Recommended Criteria for Selecting a Cooperating Teacher as a guide in selecting this individual;
3. To provide a quality learning experience for the university student which is jointly planned by the cooperating teacher and university supervisor;
4. To assist the university student with daily plans and presentations, observe the actual teaching and offer suggestions for improvement;
5. To submit interim and final reports to the WPUNJ Office of Field Experiences;
6. To detail in writing to the Director of The Office of Field Experiences the reasons for the termination of a student's field experience by the school.

Both the University and School District will abide by the Family Educational Rights and Privacy Act which prohibits the disclosure of student records to unauthorized third parties.

This Agreement shall exist for the duration of time that the education student is functioning in the field experience program in the School District. This Agreement shall terminate at the time the education student completes or is removed from the School District field experience assignment.

Both parties commit to this Agreement because it is an essential step in preparing future teachers who will help School Districts continue to offer a quality education program for their students.