

Council on Teacher Education  
University of Illinois at Urbana-Champaign  
505 East Green Street, Ste 203  
Champaign, IL 61820

District Mountain View Whisman SD

## PRACTICUM EXPERIENCE PLACEMENT AGREEMENT

THIS AGREEMENT, in accordance with the School Code of Illinois (105 ILCS 5/10-22.37) is entered into by and between the Board of Trustees of the University of Illinois, a body corporate and politic of the State of Illinois, on behalf of its Council on Teacher Education (“CoTE”) (hereinafter referred to as “the University”), and the Board of Education of School District , known as Mountain View Whisman SD of Santa Clara County, California, hereinafter referred to as “the District,” for the purposes of providing extended early field experiences and student teaching placements in Early Childhood, Elementary, and/or Secondary teacher training programs (“practicum experience”)

WITNESSETH: The parties agree as follows:

- I. This Agreement will apply to all student teachers placed in the District by the University. “Student teacher” shall include, but not be limited to: student teachers, interns, and pre-student teachers.
- II. This Agreement will be considered to be effective as of the date of the last signature and will remain in effect for five years unless terminated earlier as follows:
  - (A) This Agreement may not be unilaterally terminated or altered by either party within 60 days prior to the beginning of any school year in which Student Teachers have been placed with the District.
  - (B) This Agreement may be unilaterally terminated or altered at any time provided 30 days’ written notice is given to the other party and no Student Teachers have been placed in the District for the succeeding year in which field experiences may occur.
  - (C) This Agreement may be terminated or altered at any time upon mutual agreement of both parties.
  - (D) In the event of termination, Student Teachers who are participating in the student teaching program at the time of termination shall be allowed to complete such assignment at the District under the terms and conditions herein set forth.
- III. The number of Student Teachers for which placement in the District is requested in any given year will vary depending upon the number of students accepted into any particular University teacher education program. Since enrollments are subject to fluctuation, it is possible that in any given year or term, the University may not request placement of Student Teachers in the District.
- IV. Any background checks of Student Teachers required by the School District shall be in compliance with 105 ILCS 5/10-21.9.
- V. In the event that a work stoppage action is taken by some or all of the District teachers during the time when Student Teachers are assigned to the District, these Student Teachers will be encouraged to assume the role of neutral persons and to maintain an uninvolved status with respect to a work stoppage as follows:
  - (A) Student Teachers shall not be required to participate in picketing or other work stoppage actions.

- (B) Student Teachers shall not be required to cross picket lines or to supervise classes when such action would constitute a breaking of the work stoppage.
  - (C) Student Teachers, at their own discretion, may attend teachers' association meetings, faculty meetings, school board meetings, and other gatherings concerning the work stoppage in the role of an interested observer.
  - (D) If the Student Teachers choose to participate on either side of the work stoppage, such participation shall be as individuals and not as a Student Teacher, and the University disclaims any liability or responsibility for any action or the consequences of any action taken by such individuals and their participation.
  - (E) In the event that the work stoppage continues for a week or more, the University may make arrangements for an extended field experience, an alternate placement in another district, or an appropriate substitute experience.
- VI. The District agrees to accept Student Teachers for practicum experience as requested by the University provided that qualified voluntary cooperating staff is available for supervision of Student Teachers and that the qualifications of the Student Teacher, as evidenced by information provided by the University, comply with District criteria for placement of Student Teachers.
- VII. The District agrees that it will not discriminate against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, and agrees to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.
- VIII. Persons employed by the District who have direct responsibilities associated with the University's practicum experience program will be designated as "Cooperating Personnel" and must fall into at least one of the following categories:
- (A) The superintendent, or chief administrator, of a school district or school system in which Student Teachers are assigned.
  - (B) The person designated by the superintendent to coordinate Student Teachers' teaching activities in the District or system.
  - (C) The principal or chief administrator of a school building in which Student Teachers are assigned.
  - (D) The person designated by the principal to coordinate Student Teachers' teaching activities in the school building.
  - (E) An administrator who has other specifically designated responsibilities to the Student Teachers' teaching program and who cooperates with the University for a substantial period (a minimum of 45 hours) throughout a semester.
  - (F) Teachers to whom one or more Student Teachers are assigned by the school administrator and the University and who cooperate with the University for a substantial period (a minimum of 45 hours) throughout a semester.
- IX. The University will provide two forms of tangible benefits to Cooperating Personnel: the University Identification Card ("i-Card") and a Tuition and Service Fee Waiver:
- (A) The i-Card.
    - (1) Upon request, an i-Card will be processed by CoTE for all eligible teachers for whom a confirmed placement has been received and for all administrators listed on the "Request For Tuition Benefit and University Identification Card School Administrators" form. This form will be sent to the District usually during the summer

term prior to each school year in which students are to be placed in the District. Administrators not listed on the above mentioned form will be ineligible for an i-Card until written confirmation of such eligibility is received by CoTE from the superintendent of the District.

- (2) If an i-Card is requested, it will be issued on or after September 1 or upon verification of the completion of 45 clock hours of service to the University's practicum experience programs. Cards are valid for one calendar year from the end of the term of service.
- (3) Among the privileges that the i-Card entitles the bearer is:
  - a. Full use of the library facilities.
  - b. Purchase of Division of Intercollegiate Athletic season ticket packages at the faculty discount price.
  - c. Use of the facilities and services of the Division of Campus Recreation at faculty prices.

(B) The Tuition and Service Fee Waiver.

- (1) A tuition and service fee waiver will be processed for all eligible cooperating teachers for whom a confirmed placement is received in CoTE and for each eligible administrator listed on the "Request for Tuition Benefit and University Identification Card School Administrators" form. Administrators not listed on this form will be ineligible for tuition and service fee waivers until written confirmation of such eligibility is received by CoTE from the superintendent of the District.
- (2) Persons designated as Cooperating Personnel will receive a maximum of **ONE (1)** tuition and service fee waiver for such individual term (i.e., Fall semester, Spring semester, Summer session 1, or Summer session 2) that they cooperate with the University. Starting with the beginning of the term immediately following the term in which a person cooperates with the University for a minimum of 45 clock hours, that person has one calendar year in which to use the tuition and service fee waiver assigned to him/her for that term.
- (3) Tuition and service fee waivers may be applied to graduate courses for credit at any of the three campuses of the University of Illinois. Use of tuition and service fee waivers is subject to applicable University admission policies and other University policies. It is expressly understood that campuses may reserve the right to restrict the use of waivers.
- (4) A tuition and service fee waiver allows exemption of the following assessments:
  - a. Tuition costs incurred for any non-restricted course(s) during the term in which exemption is requested.
  - b. University service fees incurred in registration during the term in which exemption is requested.
  - c. Application fee incurred if the student applies for admission to University graduate programs during the term in which exemption is requested.
  - d. McKinley Health Center fees for students registering in on-campus courses.
- (5) A tuition and service fee waiver DOES NOT allow exemption of the following assessments:

- a. Medical insurance fees (can be waived only if the student demonstrates at the time of registration medical insurance equivalent in coverage to that offered by the University).
  - b. Laboratory fees incurred as part of any course.
- (6) **TUITION AND SERVICE FEE WAIVERS MAY BE USED ONLY BY THE PERSON TO WHOM A WAIVER HAS BEEN ASSIGNED AND ARE NOT TRANSFERRABLE.** (7) It is the School District employee's responsibility for any and all tax reporting related to the tuition and fee waiver benefits provided. The value of the tuition and fee waiver will be provided to the School District's employee receiving the waiver.
- X. The University will provide pooled tuition and service fee waivers to qualifying cooperating districts as follows:
- (A) School districts that accept a total of ten or more Student Teachers will be provided with additional waivers equivalent to one-tenth of the total qualifying placements in that district during the previous academic year.
  - (B) The district will develop its own policy for distribution of pooled waivers and provide CoTE a copy of that policy which will include the name of the contact person for that district.
  - (C) Tuition and service fee waivers for which the district is eligible may be used by any full-time employee of the District who wishes to enroll in graduate courses at any of the three University campuses, except for Cooperating Personnel receiving tuition and service fee waivers pursuant to Section IV (B) above.
  - (D) The same conditions apply to pooled waivers as to those issued to Cooperating Personnel.
- XI. Responsibilities of Cooperating Personnel are the following:
- (A) To orient the Student Teacher to the total school setting, including any safety concerns, school policies, and duties or responsibilities of the faculty including those related to FERPA requirements;
  - (B) To help the Student Teacher understand his/her role as it relates to his/her teaching assignment and the total school program and to define the extent of his/her responsibility and authority;
  - (C) To discuss the district program with the Student Teacher so that he/she will understand classroom activities in relation to immediate and long-term teaching goals;
  - (D) To provide opportunities for the Student Teacher to gain experience in management of regular school duties as soon as advisable and with as much initiative and responsibility as the situation will permit;
  - (E) To provide an opportunity for full management—planning, preparation, instruction, and evaluation—for a sufficiently long period to provide a representative total teaching experience;
  - (F) To work with the University supervisor in guiding the progress of the Student Teacher throughout the field experience;
  - (G) To cooperate with University personnel to assure that academic assignments/requirements are completed;
  - (H) To evaluate the Student Teacher's progress on a continuing basis, gathering and recording information for the following purposes:

- (1) Regularly conferring with the Student Teacher for purposes of analysis, feedback, and guidance;
  - (2) Providing data and evidence in writing for the University supervisor to use in determining the Student Teacher's grade;
- (I) To serve as a model and information source, helping the Student Teacher improve teaching skills, strategies, student-teacher rapport, and understanding of both cognitive and affective aspects of teaching.

XII. Insurance:

- (A) University. University by action of the Board of Trustees of the University of Illinois on August 1, 1976, established a liability self-insurance plan. The plan was most recently amended on June 9, 2011 with an effective date of January 1, 2012. The Program and Plan documents are available on request. While the Program and Plan are in effect as to the date hereof, nothing contained herein shall be construed as precluding said Board of Trustees from modifying, revising, or canceling, in whole or part, the Program or the Plan. Students in approved practicum programs at the University will be considered "covered persons" under the University's Self-Insurance Plan when acting as an agent of the University and within the scope of duties assigned to them by the University for completion of the practicum experience.
- (B) Students. Student Teachers are required to maintain health insurance coverage. They can participate in the University student healthcare plan for which they are assessed a fee; or they can exempt out if they provide proof that they are covered under a comparable health insurance plan.
- (C) District. District certifies it maintains general liability insurance, or self-insurance, in the minimum amount of \$1,000,000 per claim or occurrence, \$3,000,000 aggregate, for its employees, agents, and servants. District, if requested, shall furnish University with a certificate of insurance or other written document reasonably satisfactory to University as evidence of its insurance coverage in full force and effect.

XIII. All notices, questions, and other matters related to student teaching shall be directed to:

**For the District:**

Student Teaching Coordinator  
Name Carmen Ghysels  
Title Chief Human Relations Officer  
Building District Office  
Address 750-A San Pierre Way  
Mountain View, CA 94043

**For the University:**

Council on Teacher Education  
University of Illinois at Urbana-Champaign  
505 East Green Street, Ste 203  
Champaign, Illinois 61820  
217/333-2804

Phone 650-526-3555  
Area Code/Number

XIV. It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts, either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party to the other or against third parties.

XV. The parties shall comply with applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the student teacher who trains at The District pursuant to this Agreement.

IN WITNESS WHEREOF the parties have hereunto affixed their respective signatures.

**BOARD OF EDUCATION**  
**SCHOOL DISTRICT NO.        OF**  
Santa Clara COUNTY, ~~ILLINOIS~~

*California*

**BOARD OF TRUSTEES OF THE**  
**UNIVERSITY OF ILLINOIS**

By\* \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_

\*(To be signed by Superintendent or Member of Board of Education)

By \_\_\_\_\_

Avijit Ghosh, Interim Comptroller

APPROVED:

By: \_\_\_\_\_


Executive Director  
Council on Teacher Education

Approved for legal form by University Counsel 08/2014

# Request For Student Teaching Placement

University of Illinois at Urbana-Champaign  
Council on Teacher Education

This is to request placement of the student named below with your school district for a student teaching experience. The student has successfully completed all of the following requirements: 1) all prerequisite courses; 2) a minimum of 80 clock hours of pre-student teaching; 3) a criminal background check; and 4) bloodborne pathogens training. If this request is agreeable, please complete the requested information (be sure to include signature of district administrator) and return the copies to the program coordinator. If you wish an interview prior to assignment, please so indicate. If you cannot accept this request, return this form.

Cooperating District			Placement Coordinator: Elizabeth B. Peterson, DMA School of Music, University of Illinois 1114 W. Nevada Urbana, IL 61801 Fax (217) 244-4585	
<b>Information to be provided by student's academic department:</b>				
vllee3 Student NetID	Valerie First Name	Lee Last Name	Grade Level(s):	Elementary Middle School
Course: 438	Section: O	Teaching Field: Music	Semester/Year:	Fall 2018
<b>Placement Schedule:</b> 8 or 16 weeks beginning on the first day of cooperating school's academic calendar*				
<b>ISBE Codes</b>	456 County	7890 District	3456 School	CRITTENDEN MIDDLE SCHOOL 1701 Rock St. Mountain View
<small>These codes, available from the Illinois State Board of Education (ISBE), are used to uniquely identify any given school/institution in the state. Our institution and district data (acquired directly from ISBE) is grounded on this combination of codes. Any forms without these values are deemed incomplete and will be returned.</small>				
<b>Cooperating Teacher(s) requested:</b>			Check here if first time with UIUC: <input type="checkbox"/>	
Coop 1	Coop ID	Coop Name	<input type="checkbox"/>	
	amiyata	Arlene Miyata		
<b>Information to be provided by cooperating school district or institution:</b>				
<input type="checkbox"/> Placement Approved <input type="checkbox"/> Placement Not Approved <input type="checkbox"/> Placement Interview Requested <input type="checkbox"/> Information Interview Requested		 Signature of District Administrator		
Please verify county, district & school codes above--correct if necessary				

\* Schedule may be altered as per cooperating scheduling preferences. This should be arranged between the cooperating teacher and the student teacher during the placement interview.

If you are interested in the Tuition and Fee waiver from the University of Illinois

Please call Sharon Ward at the Council on Teacher Education to provide your personal data which is required for participation in the program. You can reach her at (217) 333-7195 or at saward1@illinois.edu.

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

**School of Music**

College of Fine and Applied Arts  
Music Building, M/C 056  
1114 West Nevada Street  
Urbana, Illinois 61801



Noemi Herrera  
HR Technician  
Mountain View Whisman School District  
750 San Pierre Way A  
Mountain View, CA 94043

January 13, 2018

Dear Ms. Herrera,

As the Student Teaching Placement Coordinator at the School of Music at the University of Illinois at Urbana-Champaign (UIUC), I am writing to request the placement of a student teacher in your school/district, and I have been given your contact information in order to start the placement process formally.

Specifically, we request that Valerie Lee, a music education major at UIUC, be placed with Arlene Miyata at Crittenden Middle School for the Fall 2018 semester.

Please find attached the student teacher application materials for Valerie Lee. After examining our student's documents, please do the following within two weeks:

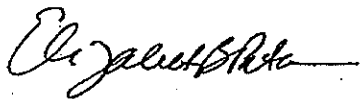
1. Indicate your decision and sign the "Request for Student Teaching Placement" form
2. Keep one copy for your records
3. Return one signed copy to [music-studentteach@illinois.edu](mailto:music-studentteach@illinois.edu)
4. Forward one copy, along with Valerie's transcripts and biographical background sheet, to Arlene Miyata

If you mark the request form "Placement Interview Requested," Valerie will coordinate the interview date and time with Ms. Miyata.

The Council on Teacher Education has verified that Valerie Lee has cleared the Illinois State Police criminal background check. Thank you very much for your prompt consideration of this request. We are grateful for your faculty member's willingness to serve the profession by mentoring one of our students.

Please feel free to contact me at any time with questions or concerns.

Sincerely,



Elizabeth B. Peterson  
Student Teaching Placement Coordinator  
Phone: (217) 244-3632 Fax: (217) 244-4585  
E-mail: [music-studentteach@illinois.edu](mailto:music-studentteach@illinois.edu)