

EXCHANGE OF SERVICES AGREEMENT
The Ohio State University - Marion
Preschool and/or Elementary/Secondary Schools and or Agencies

This Exchange of Services Agreement (“Agreement”) is made and entered into by and between The Ohio State University (“the University”) on behalf of the Marion campus through its College of Education and Human Ecology and _____ School District/Agency (“District/Agency”) located in _____ County, Ohio (collectively, “Parties”).

WHEREAS, The University desires to enter into an annual exchange of services agreements with school or agencies across Ohio to improve the educational opportunities available to its candidates in the field of education and serve teachers and administrators in various school systems in their educational efforts, and

WHEREAS, The District/Agency desires to aid the University in its educational efforts and improve its instructional capabilities, as well as receive OSU Marion tuition authorization credits to enroll in OSU Marion University courses, or receive direct payment for participating District/Agency professional staff and

WHEREAS, the Parties agree that exchanging services in this manner enhances the quality of the educational system,

NOW THEREFORE, the Parties agree as follows:

A. DUTIES OF THE PARTIES

1. The University shall:
 - a. Assign University students who are candidates for teaching degrees (“Candidates”) to one of four field experiences at the District/Agency during the University’s Autumn and/or Spring Semesters: (1) the First Education Experience Program (“FEEP I”), a one-semester 100 hour field experience that involves two mornings of placement per week for 12 to 13 weeks; (2) the Second Early Experience Program (“FEEP II”), an additional 50 hour pre-licensure level field experience for students who have completed FEEP I that involves one morning of placement per week for 12 to 13 weeks; (3) Methods Field (“Methods”), a 100+ hour field experience for students who have been accepted into the University’s licensure program that involves one day of placement per week for 12-13 weeks; **(4) 4/5/6 Endorsement field experience that involves 50 hours of placement over the semester**; and (5) Internship/Student teaching, a minimum of 60 days, student-teaching experience for students who have completed most or all of their licensure courses and field experiences.
 - b. Use its best judgment to assign the appropriate field experience site for each Candidate in view of the Mentor Teachers (as defined in Section 2 below) identified at the District/Agency, and submit these assignments to the District/Agency for review and approval.

- c. Provide the District/Agency with a statement of the purpose and conditions of field placements on an annual basis.
 - d. Assign a University supervisor (“Supervisor”) to oversee, advise, and assist each Candidate in his or her field experience. Supervisors will observe Candidates during these experiences, provide feedback to them, and submit grades for the Candidates after consulting with the Mentor Teachers.
 - e. Instruct Candidates: (1) to comply with the regulations of the building to which they are assigned; (2) to advise the building principal of their presence or their absence from assigned responsibility; (3) to follow the District/Agency system calendar; and (4) to assist their assigned Mentor Teachers in performing instructional duties.
 - f. Require Candidates to take and successfully pass a BCII/FBI background check before they are placed in a field experience, and to not assign Candidates who do not pass such a check to a field experience. The University shall maintain a copy of this completed check for one year.
2. The District/Agency shall:
- a. Assign teachers counselors, administrators, and/or other professionals to work with Candidates in their field experiences (“Mentor Teachers”). Mentor Teachers will assist in offering the University candidate the opportunity to experience the teacher’s role in both the classroom and the community, and will be expected to evaluate, in writing, individual candidate achievement and experience on the basis of guidelines supplied by the University and approved by the District/Agency. To be eligible to serve as a Mentor Teacher, an individual must:
 - i. Hold the appropriate standard certificate/license for his or her position;
 - ii. Have a minimum of three years of classroom teaching experience for non-student-teachers or a minimum of four years for student teachers.
 - iii. Have at least one year of that experience in the particular District/Agency, as well as one year in the field for which the teaching is providing services;
 - iv. Be recommended by the building principal and consent to serve as a Mentor Teacher; and
 - b. Upon request by the University, provide the University with: (1) registration and demographic data for each building in the District/Agency; and (2) a list of all Mentor Teachers and their class schedules.
 - c. Have the right to review and approve the University’s assignment recommendations, and to reject in good faith and for any lawful reason any such assignment.
 - d. Require each building principal to supervise field experiences in their building to provide evaluations of those experiences to the University.
3. The Parties shall:
- a. Appoint the following individuals who shall, among other things, administer this Agreement, coordinate activities on behalf of each Party, assist in resolving any issues that may arise, and receive all applicable notices:
 - i. For the University, [name, title, contact information].

- ii. For the District/Agency, [name, title, contact information].
- b. Agree to support and assist both the Candidates and the Mentor Teachers to facilitate this Agreement and support the Parties' relationship.
- c. Ensure that Candidates in the certificate program are able to assist Mentor Teachers in the following duties:
 - i. Teach under the supervision of the Mentor Teacher, provided that only Candidates in the student teacher field experience will be permitted to teach while the Mentor Teacher is temporarily absent from the classroom but may not serve as substitute teachers;
 - ii. Grade papers and keep records;
 - iii. Supervise playgrounds and lunchrooms with Mentor Teachers;
 - iv. Tutor students;
 - v. Confer with individual students with the Mentor Teacher;
 - vi. Attend professional meetings; and
 - vii. Perform other teacher-related work in District/Agency buildings as assigned.
- d. Ensure that pre-licensure Candidates are permitted to assist Mentor Teachers in the following duties:
 - i. Lead activities as deemed appropriate by Mentor Teacher and Supervisor;
 - ii. Grade papers and keep records;
 - iii. Supervise playgrounds and lunchrooms with Mentor Teachers;
 - iv. Tutor students;
 - v. Confer with individual students with the Mentor Teacher;
 - vi. Attend professional meetings; and
 - vii. Perform other teacher-related work in buildings as assigned.
- e. Have the right to request that a Candidate be removed from a field experience or reassigned to a different Mentor Teacher. Except in emergency situations or instances in which the well-being of the Candidate or mentor teacher may require immediate action, the Parties must consult with each other and discuss potential alternative resolutions, including alternative placement options, before a Candidate is removed.

B. TUITION AUTHORIZATIONS/DIRECT PAYMENT

1. In consideration for agreeing to host Candidates in field experiences, the District/Agency shall be entitled to receive either tuition authorization credits or a direct payment based on the type of field experience(s) that are completed at its site and the number of hours of student time spent in each experience. The District/Agency shall have complete discretion as to how to allocate credits earned or direct payment amounts received.
2. Tuition authorization earned will be applied through the use of tuition authorization vouchers to cover up to two-thirds of the cost of enrollment for personnel employed by the District/Agency. These credits may be used for in-person classes at the University's Marion campus as well as all online courses at the Marion Campus, and are only valid for two years following the last day of the semester in which the credit is earned for the exact

amount indicated. The University's Marion Business Office will maintain a current balance of credits available for the District/Agency.

3. Tuition authorization credits will be awarded according to the following schedule:
 - a. Pre-licensure – Undergraduate Program
 FEEP I – \$150.00 per student placement/per semester
 FEEP II – \$100.00 per student placement/per semester
4/5/6 Endorsement Field Experience - \$100 per student per placement
 - b. Licensure Program
 METHODS – \$225.00 per student placement/per semester
 Student Teaching – \$600.00 per student placement /per semester
4. If it selects the direct payment option, the District/Agency will receive \$150.00 per student placement/per semester who completes a student teaching field experience and \$75 per student placement/per semester in FEEP I, FEEP II, **4/5/6 Endorsement**, or METHODS.
5. The District/Agency must specify whether it wishes to receive tuition authorization credits or direct payment, using the form attached hereto as Appendix A. If the District/Agency fails to select an option by the third Friday of the autumn semester, the University shall automatically assign it to receive tuition authorization credits.
6. If a Candidate assignment terminates for any reason before the end of a University semester, the tuition authorization credits or direct payment amount will be prorated according to the number of weeks that the Candidate completed.
7. A summary of earned credit hours and/or direct payment amounts shall be distributed by the University to the District/Agency during the 10th week of the student placement with authorizations and payments no later than the 13th week of the semester.

C. TERM AND TERMINATION

1. This Agreement shall be valid **for the following period (not to exceed three years)** _____ **to** _____ and may be renewed for additional year(s) upon mutual agreement of the Parties.
2. Either Party may terminate this Agreement by providing 60 days written notice to the other Party, provided however that any Candidates who are currently completing field experiences at the time notice is given will be permitted to complete that experience notwithstanding the termination notice.

FOR THE DISTRICT/AGENCY

[Name, Title]

Date

FOR THE UNIVERSITY

Gregory Rose
Dean and Director, OSU Marion

Date

Cc: James Craycraft, Director of Student Placement, OSU Marion
Julie Sosa, Regional Finance Director
District/Agency

APPENDIX A

TUITION AUTHORIZATION CREDIT/DIRECT PAYMENT SELECTION FORM

District/Agency may elect a direct pay option or tuition authorization credits in exchange for their participation in the Exchange of Services Agreement with The Ohio State University. Please check one of the options listed below. Your selection will be valid for one year, after which a new selection must be made. If no decision is made by the third Friday of the Autumn Semester, your district will receive tuition authorization credits.

[District Name] hereby selects the following option for the [year range] school year:

_____ Payment to the district at the following rate:

\$150.00 per Student Teacher placement

\$75.00 per each FEEP I, II, 4/5/6 **Endorsement placement**, and Methods placement

_____ Tuition Authorization Credits at the following rate:

\$150.00 per student/per semester in FEEP I

\$100.00 per student/per semester in FEEP II

\$100.00 per student/per placement in 4/5/6 Endorsement

\$225.00 per student/per semester in METHODS

\$600.00 per student/per semester in Student Teaching

FOR THE SCHOOL DISTRICT/AGENCY

(Name, Title)

Date

FOR THE UNIVERSITY

James Craycraft, Director of Student Placement

Date

Julie Sosa, Regional Finance Director

Date

