



**Memorandum of Understanding
Between Ashland University Dwight Schar College of Education
and
Bucyrus City Schools**

Purpose

This agreement establishes a collaborative partnership between **Ashland University** ("University") and **Bucyrus City Schools** ("School District") to co-construct mutually beneficial field-based experiences and internships for preservice teachers. This partnership is aligned with CAEP Standards R2.1, R2.2, and R2.3 to ensure high-quality clinical preparation that positively impacts both teacher candidates and diverse P-12 student learning.

The University and School District share responsibility for the continuous improvement of candidate preparation, including co-selection, preparation, evaluation, and support of clinical educators. Together, we design and implement clinical experiences that are robust in depth, breadth, coherence, and duration, incorporating data-driven decision-making and intentional exposure to a variety of student populations.

Collaborative activities may include mock interviews, discussion panels, job fairs, workshops, observation opportunities, networking events, and joint projects supporting preservice teacher development.

University Responsibilities

- Ensure that preservice teachers have fulfilled all state requirements for obtaining an Ohio Preservice Teacher Permit. This includes creating an OHID account, obtaining an Educator State ID, and completing both BCI and FBI background checks. Candidates will be automatically enrolled in the Rapback system, which provides ongoing monitoring of criminal history, eliminating the need for annual background checks. If any notice of arrest or conviction is received, the State Board of Education will notify the educator preparation program and any relevant school district.
- Assign a University supervisor to support cooperating teachers and preservice teachers.
- Provide field-based experience guidelines and evaluation criteria.
- Collaborate with the School District in the co-selection, preparation, and ongoing professional development of cooperating teachers and University supervisors.
- Conduct periodic evaluations and observations of preservice teachers to assess their progress and provide constructive feedback.

- Incorporate stakeholder feedback into program design, evaluation, and continuous improvement efforts.

School District Responsibilities

- Offer field-based experiences and internships that provide structured learning opportunities for preservice teachers.
- Ensure cooperating teachers meet qualifications, including a valid Ohio teaching license, three (3) years of successful teaching experience, and Science of Reading training for literacy placements.
- Engage in co-selection, preparation, and evaluation of cooperating teachers in partnership with the University.
- Designate a contact person for communication with the University.
- Ensure preservice teachers do not serve as substitutes, unless approved by the University.

Expectations for Preservice Teachers

- Maintain professionalism, adhere to district policies, and engage in classroom activities.
- Accept and implement feedback from cooperating teachers and University supervisors.
- Actively participate in data-informed instructional strategies that support diverse P-12 learners.
- Accept feedback from cooperating teachers and University supervisors and implement suggested improvements.

Evaluation Process

- Cooperating teachers and University supervisors will evaluate preservice teachers based on established criteria.
- If a preservice teacher is not meeting expectations, a remediation plan will be developed. Persistent concerns may result in removal from placement.
- University and School District stakeholders will collaborate on evaluating and improving the effectiveness of the clinical experience program.

Compensation for School Districts

The University provides compensation for hosting preservice teachers in the following forms: tuition waiver vouchers or direct payments. The School District may choose one (1) option, which may be changed only by providing written notification the University in advance of such tuition waiver or direct payment being made:

Option A: Tuition Waiver Vouchers

- **For Field Experiences:**
Unless otherwise provided herein, the School District will receive one (1) voucher for each teacher candidate placed with a cooperating teacher for the following field experiences:
 - Teacher candidates will spend ninety (90) to one hundred thirty-five (135) hours during the semester with the cooperating teacher.

- Only one (1) voucher will be issued per teacher candidate, even if multiple cooperating teachers are involved.
- **For 14-Week Internships:**
The School District will receive two (2) vouchers for each teacher candidate placed with a cooperating teacher for the following internships:
 - Internships requiring full day participation, encompassing all professional responsibilities of an educator.
- **For 7-Week Internships:**
The School District will receive one (1) voucher for each teacher candidate placed with a cooperating teacher for the following internships:
 - Internships requiring full day participation, encompassing all professional responsibilities of an educator.

Voucher Details:

- The voucher is valid for one (1) year and can be redeemed for two hundred dollars (\$200.00) toward a graduate credit education course or one hundred sixty-six dollars (\$166.00) towards a Professional Development workshop.
- A maximum of two (2) vouchers can be applied to a single graduate course or experience.
- Vouchers will be issued electronically.
- Vouchers may not be reissued if lost and must be used within one (1) year of issuance.

Option B: Direct Payment

- Forty dollars (\$40.00) per field experience placement (sophomore level)
- One hundred dollars (\$100.00) per junior/senior-level field experience
- One hundred dollars (\$100.00) per 7-week internship
- Two hundred dollars (\$200.00) per 14-week internship

Compensation Details:

- The School District will determine the compensation type. All checks and vouchers will be issued to the District Office, and no checks or vouchers will be issued directly to any cooperating teacher. The School District is responsible for determining whether and how payment or vouchers are distributed to its employees.

Professional Conduct

- Preservice teachers must submit a Good Moral Character affidavit as part of the application process.
- Preservice teachers must adhere to professional dress codes, ethical behavior, and School District policies.
- Any violation of professional conduct may result in dismissal from the placement.
- The School District has the right to request the removal of a preservice teacher if their presence is deemed detrimental to the learning environment or if they are no longer wanted in the district.

Agreement Review & Revisions

- This agreement is reviewed annually in April and remains in effect for a term of five (5) years, unless otherwise modified in writing and signed by the Parties.
- Revisions will be coordinated by the University's Director of Fields and Partnerships in collaboration with the School District and must be in writing and signed by authorized representatives of each Party.

Notices

- Any notices required under this Agreement shall be provided to each Party at the following:

For District:

Robert Britton
Superintendent
rbritton@bucyrusschools.org
170 Plymouth St. Bucyrus, OH 44820

For University:

Dr. Lisa Vernon-Dotson
Dean College of Education
lvernond@ashland.edu
401 College of Ave, Ashland, Ohio 44805

Effective starting August 1, 2025. Entered this 3rd day of June, **2025**.

Signatures:

**Dean, College of Education
Ashland University**

**Administrator
Bucyrus City Schools**

**Director, Office of Field
Experiences & Partnerships**

Bucyrus City Schools

Compensation Selection:

- Choose **Option A** (Vouchers) _____ or **Option B** (Payment) _____
- Send compensation to: **District Office** or **Individual Building**
- District Office Mailing Address:
 - Attention: _____
 - Address: _____
 - City, State, ZIP: _____
 - Phone number: _____
- Email Address for Vouchers: _____