



## District and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between **Edison Local School District (DISTRICT)** and **West Liberty University Teacher Education Program (EPP)** is for setting forth the responsibilities of the institution of higher education and **Edison Local School District** and shall be a continuing agreement until **July 31, 2023**, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. **EPP**

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this district.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the district's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by **EPP** personnel.
- G. Affirms that **EPP** personnel will consult with the proper district school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by **EPP**.
- I. Affirms that **EPP** may provide services and assistance to **DISTRICT** Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in **DISTRICT** have background screening either by the district or affidavits are supplied by **EPP** that show such has been completed prior to the first field experience and again at admissions to the education program.

- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between **EPP** and **DISTRICT**, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

**II. DISTRICT**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the district a part of the board minutes, thereby recognizing the official acceptance in the district school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing district and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and **EPP** in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from **EPP** in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate **EPP** personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms **EPP** has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **DISTRICT** as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.

M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the district for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 16 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 15 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 17 / 2022

Signature: Bill Beattie

Title: Superintendent

Institution: Edison Local School District

Date: 06 / 09 / 2022

Memorandum of Understanding



## County and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between Brooke County Schools (COUNTY) and West Liberty University Teacher Education Program (EPP) is for setting forth the responsibilities of the institution of higher education and the Brooke County Schools and shall be a continuing agreement until July 31, 2023, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. EPP

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by EPP personnel.
- G. Affirms that EPP personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by EPP.
- I. Affirms that EPP may provide services and assistance to COUNTY Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in COUNTY have background screening either by the county or affidavits are supplied by EPP that show such has been completed prior to the first field experience and again at admissions to the education program.



- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between **EPP** and **COUNTY**, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

**II. COUNTY**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and **EPP** in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from **EPP** in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate **EPP** personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms **EPP** has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **COUNTY** as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.

M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 20 / 2022

Signature: Cathy Monteroso

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 20 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 21 / 2022

Signature: Ally R. Cook

Title: Superintendent

Institution: Brooke County Schools

Date: 6-14-22

Memorandum of Understanding



## County and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between Marshall County Schools (COUNTY) and West Liberty University Teacher Education Program (EPP) is for setting forth the responsibilities of the institution of higher education and Marshall County Schools and shall be a continuing agreement until July 31, 2023, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. EPP

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by EPP personnel.
- G. Affirms that EPP personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by EPP.
- I. Affirms that EPP may provide services and assistance to COUNTY Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in COUNTY have background screening either by the county or affidavits are supplied by EPP that show such has been completed prior to the first field experience and again at admissions to the education program.

- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between **EPP** and **COUNTY**, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

**II. COUNTY**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and **EPP** in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from **EPP** in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate **EPP** personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms **EPP** has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **COUNTY** as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.



M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 07 / 13 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 07 / 13 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 07 / 14 / 2022

Signature: Kerem A Klamit

Title: Assistant Superintendent

Institution: Marshall County Schools

Date: 07 / 13 / 2022

Memorandum of Understanding



## District and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between **Martins Ferry City School District (DISTRICT)** and **West Liberty University Teacher Education Program (EPP)** is for setting forth the responsibilities of the institution of higher education and **Martins Ferry City School District** and shall be a continuing agreement until **July 31, 2023**, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. **EPP**

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this district.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the district's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by **EPP** personnel.
- G. Affirms that **EPP** personnel will consult with the proper district school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by **EPP**.
- I. Affirms that **EPP** may provide services and assistance to **DISTRICT** Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in **DISTRICT** have background screening either by the district or affidavits are supplied by **EPP** that show such has been completed prior to the first field experience and again at admissions to the education program.

- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between **EPP** and **DISTRICT**, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

**II. DISTRICT**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the district a part of the board minutes, thereby recognizing the official acceptance in the district school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing district and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and **EPP** in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from **EPP** in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate **EPP** personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms **EPP** has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **DISTRICT** as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.

M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the district for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Cathy Monteroso

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Jim Fogle

Title: Superintendent

Institution: Martins Ferry City School District

Date: 06 / 01 / 2022

Memorandum of Understanding



## District and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between **Shadyside Schools (DISTRICT)** and **West Liberty University Teacher Education Program (EPP)** is for setting forth the responsibilities of the institution of higher education and **Shadyside Schools** and shall be a continuing agreement until **July 31, 2023**, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. **EPP**

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this district.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the district's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by **EPP** personnel.
- G. Affirms that **EPP** personnel will consult with the proper district school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by **EPP**.
- I. Affirms that **EPP** may provide services and assistance to **DISTRICT** Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in **DISTRICT** have background screening either by the district or affidavits are supplied by **EPP** that show such has been completed prior to the first field experience and again at admissions to the education program.



- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between **EPP** and **DISTRICT**, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

## II. **DISTRICT**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the district a part of the board minutes, thereby recognizing the official acceptance in the district school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing district and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and **EPP** in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from **EPP** in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate **EPP** personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms **EPP** has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **DISTRICT** as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.

M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the district for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 16 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 16 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 17 / 2022

Signature: John Haswell

Title: Superintendent

Institution: Shadyside Schools

Date: 06 / 08 / 2022

Memorandum of Understanding



## County and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between **Bridgeport Exempted Village School District (DISTRICT)** and **West Liberty University Teacher Education Program (EPP)** is for setting forth the responsibilities of the institution of higher education and the **Bridgeport Exempted Village School District** and shall be a continuing agreement until **July 31, 2023**, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. **EPP**

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by **EPP** personnel.
- G. Affirms that **EPP** personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by **EPP**.
- I. Affirms that **EPP** may provide services and assistance to **DISTRICT** Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in **DISTRICT** have background screening either by the county or affidavits are supplied by **EPP** that show such has been completed prior to the first field experience and again at admissions to the education program.

- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between **EPP** and **DISTRICT**, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

**II. DISTRICT**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and **EPP** in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from **EPP** in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate **EPP** personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms **EPP** has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **DISTRICT** as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.

M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Cathy Monteroso

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Brent Ripley

Title: Superintendent

Institution: Bridgeport Exempted Village School District

Date: 05 / 31 / 2022

Memorandum of Understanding





## District and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between **St. Clairsville-Richland City School District (DISTRICT)** and **West Liberty University Teacher Education Program (EPP)** is for setting forth the responsibilities of the institution of higher education and **St. Clairsville-Richland City School District** and shall be a continuing agreement until **July 31, 2023**, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. **EPP**

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this district.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the district's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by **EPP** personnel.
- G. Affirms that **EPP** personnel will consult with the proper district school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by **EPP**.
- I. Affirms that **EPP** may provide services and assistance to **DISTRICT** Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in **DISTRICT** have background screening either by the district or affidavits are supplied by **EPP** that show such has been completed prior to the first field experience and again at admissions to the education program.

- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between **EPP** and **DISTRICT**, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

**II. DISTRICT**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the district a part of the board minutes, thereby recognizing the official acceptance in the district school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing district and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and **EPP** in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from **EPP** in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate **EPP** personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms **EPP** has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **DISTRICT** as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.

M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the district for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Walter E. Skaggs

Title: Superintendent

Institution: St. Clairsville-Richland City School District

Date: 05 / 31 / 2022

Memorandum of Understanding



# WEST LIBERTY UNIVERSITY

---

College of Education  
and Human Performance  
208 University Drive  
Campus Box 147  
West Liberty, WV 26074

Nicole Ennis, Ed.D., Interim Dean

Office: (304) 336-8231  
Fax: 304-336-8256  
nicole.ennis@westliberty.edu

## County and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between Board of Education of the County of Ohio (COUNTY) and West Liberty University Teacher Education Program (EPP) is for setting forth the responsibilities of the institution of higher education and the Board of Education of the County of Ohio and shall be a continuing agreement until July 31, 2023, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. EPP

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by EPP personnel.
- G. Affirms that EPP personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by EPP.
- I. Affirms that EPP may provide services and assistance to COUNTY Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in COUNTY have background screening either by the county or affidavits are supplied by EPP that show such has been completed prior to the first field experience and again at admissions to the education program.

- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between EPP and COUNTY, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

**II. COUNTY**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and EPP in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from EPP in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate EPP personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms EPP has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the COUNTY as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.



M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 04 / 2022

Signature: Cathy Monteroso

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 06 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 06 / 2022

Signature: Kimberly Miller

Title: OCS Superintendent

Institution: Board of Education of the County of Ohio

Date: 06/13/22

Memorandum of Understanding

## EXHIBIT A

### ADDENDUM

This Addendum to WLU MOU \_\_\_\_\_ (the "Agreement"), dated 06 / 06 / 2022 by and between The Board of Education of the County of Ohio (OCS) and West Liberty Univ. (the "Contractor"), hereby binds the Parties as follows:

1. Conflict Between Terms. In the event of a conflict or inconsistency between any of the terms and conditions contained in this Addendum and the other terms and conditions contained in the Agreement, the terms and provisions contained in this Addendum shall be controlling.
2. Defined Terms. Any capitalized terms in this Addendum, which are not defined in this Addendum, shall have the meaning given to such terms in the Agreement.
3. Incorporation of Policies. Contractor and its employees and subcontractors shall, at all times, comply with all OCS written Policies and/or Procedures applicable to independent contractors. The Policies and Procedures may be accessed at the OCS website: <http://boe.ohio.k12.wv.us/policies/>
4. Workers' Compensation Insurance and Indemnification. The Contractor shall maintain workers' compensation coverage on all persons employed by the Contractor to perform services for the benefit of OCS, and the Contractor shall also purchase and maintain general liability insurance with respect to the activities to be performed by the Contractor hereunder. The Contractor agrees to protect, indemnify and hold harmless the OCS against any and all loss, claims or suits for or on account of injury or death of persons, or damage to or destruction of property belonging to either the Owner or others, occurring by reason of any act or neglect of the Contractor, its employees or agents in connection with the performance of the Agreement.
5. All Protected Health Information as provided by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and all data, information, reports, forms, documents, and written plans generated under this Agreement (the "Data") are the property of OCS and are to be treated as strictly confidential. Contractor hereby agrees that it will fully comply with HIPAA in its use and handling of the Data. Without the prior written consent of OCS, Contractor shall not directly or indirectly, during the term of this Agreement and after termination divulge to any person, or use for its own benefit, any confidential information about business, affairs, and students of OCS acquired by it during the performance of its duties hereunder, it being the intent of OCS and Contractor to restrict Contractor from disseminating or using any information which is unpublished and not readily available to the general public
6. All Protected Student Information as provided by the Federal Education Rights and Privacy Act of 1974 ("FERPA"), and all data, information, reports, forms, documents, and written plans generated under this Agreement (the "Data") are the property of OCS and are to be treated as strictly confidential. Contractor hereby agrees that it will fully comply with FERPA in its use and handling of the Data. Without the prior written consent of OCS, Contractor shall not directly or indirectly, during the term of this Agreement and after termination divulge to any person, or use for its own benefit, any confidential information about business, affairs, and students of OCS acquired by it during the performance of its duties hereunder, it being the intent of OCS and Contractor to restrict Contractor from disseminating or using any information which is unpublished and not readily available to the general public.

7. Choice of Law. This Addendum shall be governed by and construed in accordance with the laws of the State of West Virginia.

8. Waiver. The failure of either party to the Agreement to insist upon the performance of any of the terms and conditions of the Agreement, or the waiver of any breach of any of the terms and conditions of the Agreement, shall not be construed as thereafter waiving any such terms and conditions, but such terms and conditions shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

IN WITNESS WHEREOF, the undersigned have caused this Addendum to be duly executed and delivered as of the day and year first above written.

OCS:

By:

Its

Kimberly Miller  
OCS Superintendent

CONTRACTOR:

By:

Its

W. Franklin Evans  
President



June 14, 2022

Ms. Cyndi Galloway  
Administrative Assistant  
West Liberty University  
208 University Drive  
College Union Box 147  
West Liberty, WV 26074

Dear Ms. Galloway:

At the regular meeting of the Ohio County Board of Education on Monday, June 13, 2022, board members approved the Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers with West Liberty University and the Board of Education of the County of Ohio.

Enclosed is a signed copy for your file. Should you have any questions, please contact Mrs. Susan Nolte, Human Resources Director, at 304-243-0322.

Sincerely,

Kimberly S. Miller, Ed.D.  
Superintendent

KSM:jd

Enclosure

c: Assistant Superintendent's Office  
Human Resources Office



## County and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between Hancock County Schools (COUNTY) and West Liberty University Teacher Education Program (EPP) is for setting forth the responsibilities of the institution of higher education and Hancock County Schools and shall be a continuing agreement until July 31, 2023, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. EPP

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by EPP personnel.
- G. Affirms that EPP personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by EPP.
- I. Affirms that EPP may provide services and assistance to COUNTY Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in COUNTY have background screening either by the county or affidavits are supplied by EPP that show such has been completed prior to the first field experience and again at admissions to the education program.



- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between **EPP** and **COUNTY**, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

**II. COUNTY**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and **EPP** in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from **EPP** in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate **EPP** personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms **EPP** has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **COUNTY** as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.

M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Cathy Monteroso

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: John Petrovich

Title: Superintendent

Institution: Hancock County Schools

Date: 05 / 31 / 2022

Memorandum of Understanding



## District and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between **Steubenville City Schools (DISTRICT)** and **West Liberty University Teacher Education Program (EPP)** is for setting forth the responsibilities of the institution of higher education and **Steubenville City Schools** and shall be a continuing agreement until **July 31, 2023**, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. **EPP**

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this district.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the district's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by **EPP** personnel.
- G. Affirms that **EPP** personnel will consult with the proper district school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by **EPP**.
- I. Affirms that **EPP** may provide services and assistance to **DISTRICT** Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in **DISTRICT** have background screening either by the district or affidavits are supplied by **EPP** that show such has been completed prior to the first field experience and again at admissions to the education program.

- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between EPP and DISTRICT, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

**II. DISTRICT**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the district a part of the board minutes, thereby recognizing the official acceptance in the district school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing district and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and EPP in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from EPP in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate EPP personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms EPP has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the DISTRICT as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.

M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the district for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 08 / 02 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 08 / 02 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 08 / 03 / 2022

Signature: William Hendricks

Title: Board President

Institution: Steubenville City Schools

Date: 7-20-22

Memorandum of Understanding



# WEST LIBERTY UNIVERSITY

College of Education & Human Performance  
208 University Drive  
College Union Box #103/147  
West Liberty, WV 26074

Nicole Ennis Ph.D.  
Director, Master of Arts in Education  
Office: Main Hall 326B  
Office: (304) 336- 8486  
Fax: 304-336-8256  
nicole.ennis@westliberty.edu

## District and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between **BUCKEYE LOCAL SCHOOL DISTRICT (DISTRICT)** and **WEST LIBERTY UNIVERSITY TEACHER EDUCATION PROGRAM (EPP)** is for setting forth the responsibilities of the institution of higher education and **BUCKEYE LOCAL SCHOOL DISTRICT** and shall be a continuing agreement until **July 31, 2024**, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. **EPP**

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this county.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the county's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by **EPP** personnel.
- G. Affirms that **EPP** personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by **EPP**.
- I. Affirms that **EPP** may provide services and assistance to **DISTRICT** Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in **DISTRICT** have background screening either by the county or affidavits are supplied by **EPP** that show such has been completed prior to the first field experience and again at admissions to the education program.

- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between **EPP** and **DISTRICT**, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to PK-12 student records and information.

## II. **District**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the county to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the county a part of the board minutes, thereby recognizing the official acceptance in the county school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and **EPP** in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from **EPP** in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate **EPP** personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the PK-12 students, clinical teacher, and staff members.
- I. Affirms **EPP** has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **DISTRICT** as a substitute to all for Residency II students the opportunity to substitute in their host school during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.



M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the county for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 08 / 03 / 2023

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 08 / 03 / 2023

Signature: Tim Borchers

Title: President

Institution: West Liberty University

Date: 08 / 04 / 2023

Signature: Ray Duff

Title: Superintendent

Institution: Buckeye Local School District

Date: 8/3/23

Memorandum of Understanding



Title	Buckeye Local MOU
File name	2150_001.pdf
Document ID	a0f30e013cf6cc0eed7a367632a51b4342b19937
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document History

 SENT	<b>08 / 03 / 2023</b> 14:19:36 UTC-4	Sent for signature to Dr. Nicole Ennis (nicole.ennis@westliberty.edu), Dr. Cathy Monteroso (cmonteroso@westliberty.edu) and Dr. Tim Borchers (tim.borchers@westliberty.edu) from provost@westliberty.edu IP: 50.239.145.10
 VIEWED	<b>08 / 03 / 2023</b> 15:14:35 UTC-4	Viewed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu) IP: 184.15.47.69
 SIGNED	<b>08 / 03 / 2023</b> 15:15:03 UTC-4	Signed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu) IP: 184.15.47.69
 VIEWED	<b>08 / 03 / 2023</b> 17:12:11 UTC-4	Viewed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu) IP: 50.239.145.10
 SIGNED	<b>08 / 03 / 2023</b> 17:12:25 UTC-4	Signed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu) IP: 50.239.145.10

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Title	Buckeye Local MOU
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### Document History



**08 / 04 / 2023**  
05:40:37 UTC-4

Viewed by Dr. Tim Borchers (tim.borchers@westliberty.edu)  
IP: 50.239.145.10



**08 / 04 / 2023**  
05:41:05 UTC-4

Signed by Dr. Tim Borchers (tim.borchers@westliberty.edu)  
IP: 50.239.145.10



**08 / 04 / 2023**  
05:41:05 UTC-4

The document has been completed.



## District and Institution of Higher Education Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers and Resident Teachers

This agreement made by and between **Bellaire Local Schools (DISTRICT)** and **West Liberty University Teacher Education Program (EPP)** is for setting forth the responsibilities of the institution of higher education and **Bellaire Local Schools** and shall be a continuing agreement until **July 31, 2023**, at which time it shall be renewed or dissolved by mutual consent of both parties.

### I. **EPP**

- A. Affirms that all teacher candidates are bonafide students of the institution and requesting placement in this district.
- B. Affirms that pre-service teacher candidates will be placed in clinical experiences that provide substantial experience in the programmatic and content area that will not be covered during the yearlong clinical placement.
- C. Affirms that all teacher candidates (pre-service teacher candidates, student teachers, and resident teachers) will be placed at instructional sites and resident hubs by collaboratively filling the district's procedure for securing proper placement and selection of professional certified cooperating teachers pursuant to the requirements set forth in WVBE Policy 5100, including but not limited to successful completion of approved training or exemptions.
- D. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
- E. Affirms that all teacher candidates placed have met the minimum course work required at the level appropriate for pre-service, student teaching, and residency experience.
- F. Affirms that the teacher candidates will be properly supervised by **EPP** personnel.
- G. Affirms that **EPP** personnel will consult with the proper district school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
- H. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by **EPP**.
- I. Affirms that **EPP** may provide services and assistance to **DISTRICT** Board of Education and partnership schools.
- J. Affirms that all teacher candidates working in **DISTRICT** have background screening either by the district or affidavits are supplied by **EPP** that show such has been completed prior to the first field experience and again at admissions to the education program.

- K. Affirms that student teachers and resident teachers will have completed all requirements for the West Virginia Department of Education clinical permits: student teaching or residency permits.
- L. Affirms that if warranted, after collaboration between **EPP** and **DISTRICT**, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
- M. Affirms that each teacher candidate, student-teacher, and resident teacher will acknowledge and agree to maintain confidentiality with regards to *PK-12* student records and information.

## II. **DISTRICT**

- A. Affirms that it will permit pre-service teacher candidates, student teachers, and yearlong resident teachers to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district to permit broadening the teacher candidates' experience.
- B. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the district a part of the board minutes, thereby recognizing the official acceptance in the district school system.
- C. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing district and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will include student teachers, resident teachers, and **EPP** in professional learning opportunities and provide high-quality induction for resident teachers.
- E. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
- F. Affirms that it will cooperate with personnel from **EPP** in the selection of the site(s) and professional certified cooperating teachers pursuant to requirements set forth in WVBE Policy 5100 for teacher candidates, student teachers, and resident teachers.
- G. Affirms that it will include cooperating teachers in their Teacher Leadership Framework plan and utilize Step 7d monies to provide a stipend to cooperating teachers who host a yearlong resident teacher.
- H. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate **EPP** personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to the K-12 students, clinical teacher, and staff members.
- I. Affirms **EPP** has contacted each school for placement and assignment of cooperating teachers and includes this information in the letter of approval of teacher candidates assigned to schools.
- J. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
- K. Affirms that each Residency II student who is recommended by the EPP will be hired on a Long-Term Residency Permit by the **DISTRICT** as a substitute to all for Residency II students the opportunity to substitute in their host school a maximum of one day per week during Residency II. (Per WVBE Policies 5100 and 5202)
- L. Affirm that residents may not cover for a teacher of record without compensation during Residency 2.

M. Affirms each candidate completing a yearlong residency clinical experience is assigned a K-12 email address by the district for during of the residency pursuant to requirements set forth in WVBE Policy 5100.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 07 / 11 / 2022

Signature: Cathy Monteroso

Title: Interim Provost

Institution: West Liberty University

Date: 07 / 13 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 07 / 14 / 2022

Signature: Derrick McAfee

Title: Superintendent

Institution: Bellaire Local Schools

Date: 07 / 01 / 2022

Memorandum of Understanding





## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Bellaire Local Schools (DISTRICT/COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 07 / 11 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 07 / 13 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 07 / 14 / 2022

Signature: Derrick McAfee

Derrick McAfee

Title: Superintendent

Institution: Bellaire Local Schools

Date: 07 / 01 / 2022

Graduate Memorandum of Understanding  
2022-2023 School Year



## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Bridgeport Exempted Village School District (DISTRICT/COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the

candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Brian Ripley

Title: Superintendent

Institution: Bridgeport Exempted Village School District

Date: 05 / 31 / 2022

Graduate Memorandum of Understanding  
2022-2023 School Year





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## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Brooke County Schools (DISTRICT/COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 20 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 20 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 21 / 2022

Signature: Jeffery R Cook

Title: Superintendent

Institution: Brooke County Schools

Date: 6-14-22

Graduate Memorandum of Understanding  
2022-2023 School Year





## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Edison Local School District (COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 16 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 15 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 17 / 2022

Signature: Bill Beattie

Title: Superintendent

Institution: Edison Local School District

Date: 06 / 09 / 2022

Graduate Memorandum of Understanding  
2022-2023 School Year



## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Hancock County Schools (DISTRICT/COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Tamara Petrovich

Title: Superintendent

Institution: Hancock County Schools

Date: 05 / 31 / 2022

Graduate Memorandum of Understanding  
2022-2023 School Year



## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Marshall County Schools (COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 07 / 13 / 2022

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 07 / 13 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 07 / 14 / 2022

Signature: Karen A Klamm

Title: Assistant Superintendent

Institution: Marshall County Schools

Date: 07 / 13 / 2022

Graduate Memorandum of Understanding  
2022-2023 School Year



## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Martins Ferry City School District (DISTRICT/COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.



- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Cathy Monteroso

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Jim Fogle

Title: Superintendent

Institution: Martins Ferry City School District

Date: 06 / 01 / 2022

Graduate Memorandum of Understanding  
2022-2023 School Year



# WEST LIBERTY UNIVERSITY

College of Education  
and Human Performance  
208 University Drive  
Campus Box 147  
West Liberty, WV 26074

Nicole Ennis, Ed.D., Interim Dean

Office: (304) 336-8231  
Fax: 304-336-8256  
nicole.ennis@westliberty.edu

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## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Board of Education of the County of Ohio (COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 06 / 2022

Signature: Cathy Monterosso

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 06 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 06 / 2022

Signature: Kimberly Miller

Title: OCS Superintendent

Institution: Board of Education of the County of Ohio

Date: 6.8.22

Graduate Memorandum of Understanding  
2022-2023 School Year

## EXHIBIT A

### ADDENDUM

This Addendum to WLU AOA (the "Agreement"), dated 05/31/2022 by and between The Board of Education of the County of Ohio (OCS) and West Liberty Univ. (the "Contractor"), hereby binds the Parties as follows:

1. Conflict Between Terms. In the event of a conflict or inconsistency between any of the terms and conditions contained in this Addendum and the other terms and conditions contained in the Agreement, the terms and provisions contained in this Addendum shall be controlling.
2. Defined Terms. Any capitalized terms in this Addendum, which are not defined in this Addendum, shall have the meaning given to such terms in the Agreement.
3. Incorporation of Policies. Contractor and its employees and subcontractors shall, at all times, comply with all OCS written Policies and/or Procedures applicable to independent contractors. The Policies and Procedures may be accessed at the OCS website: <http://boe.ohio.k12.wv.us/policies/>
4. Workers' Compensation Insurance and Indemnification. The Contractor shall maintain workers' compensation coverage on all persons employed by the Contractor to perform services for the benefit of OCS, and the Contractor shall also purchase and maintain general liability insurance with respect to the activities to be performed by the Contractor hereunder. The Contractor agrees to protect, indemnify and hold harmless the OCS against any and all loss, claims or suits for or on account of injury or death of persons, or damage to or destruction of property belonging to either the Owner or others, occurring by reason of any act or neglect of the Contractor, its employees or agents in connection with the performance of the Agreement.
5. All Protected Health Information as provided by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and all data, information, reports, forms, documents, and written plans generated under this Agreement (the "Data") are the property of OCS and are to be treated as strictly confidential. Contractor hereby agrees that it will fully comply with HIPAA in its use and handling of the Data. Without the prior written consent of OCS, Contractor shall not directly or indirectly, during the term of this Agreement and after termination divulge to any person, or use for its own benefit, any confidential information about business, affairs, and students of OCS acquired by it during the performance of its duties hereunder, it being the intent of OCS and Contractor to restrict Contractor from disseminating or using any information which is unpublished and not readily available to the general public
6. All Protected Student Information as provided by the Federal Education Rights and Privacy Act of 1974 ("FERPA"), and all data, information, reports, forms, documents, and written plans generated under this Agreement (the "Data") are the property of OCS and are to be treated as strictly confidential. Contractor hereby agrees that it will fully comply with FERPA in its use and handling of the Data. Without the prior written consent of OCS, Contractor shall not directly or indirectly, during the term of this Agreement and after termination divulge to any person, or use for its own benefit, any confidential information about business, affairs, and students of OCS acquired by it during the performance of its duties hereunder, it being the intent of OCS and Contractor to restrict Contractor from disseminating or using any information which is unpublished and not readily available to the general public.



7. Choice of Law. This Addendum shall be governed by and construed in accordance with the laws of the State of West Virginia.

8. Waiver. The failure of either party to the Agreement to insist upon the performance of any of the terms and conditions of the Agreement, or the waiver of any breach of any of the terms and conditions of the Agreement, shall not be construed as thereafter waiving any such terms and conditions, but such terms and conditions shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

IN WITNESS WHEREOF, the undersigned have caused this Addendum to be duly executed and delivered as of the day and year first above written.

OCS:

By:

Its

*Kimberly Smella*  
OCS Superintendent

CONTRACTOR:

By:

Its

*W. Franklin Evans*  
President



June 14, 2022

Ms. Cyndi Galloway  
Administrative Assistant  
West Liberty University  
208 University Drive  
College Union Box 147  
West Liberty, WV 26074

Dear Ms. Galloway:

At the regular meeting of the Ohio County Board of Education on June 13, 2022, board members approved the Articles of Agreement for Master of Arts in Education Field Placements between the Board of Education of the County of Ohio and West Liberty University for the 2022-2023 school year.

Enclosed is a signed copy of the agreement for your file. Should you have any questions, please contact Mrs. Susan Nolte, Human Resources Director, at 304-243-0322.

Sincerely,

Kimberly S. Miller, Ed.D.  
Superintendent

KSM:jd

Enclosure

c: Assistant Superintendent's Office  
Susan Nolte, Human Resources Director



## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Shadyside Schools (DISTRICT/COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 16 / 2022

Signature: Cathy Monterosso

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 16 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 17 / 2022

Signature: John Haswell

Title: Superintendent

Institution: Shadyside Schools

Date: 06 / 08 / 2022

Graduate Memorandum of Understanding  
2022-2023 School Year





## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **St. Clairsville-Richland City School District (DISTRICT/COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the

candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Cathy Monteroso

Title: Interim Provost

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 06 / 01 / 2022

Signature: Walter E. Skaggs

Title: Superintendent

Institution: St. Clairsville-Richland City School District

Date: 05 / 31 / 2022

Graduate Memorandum of Understanding  
2022-2023 School Year



# WEST LIBERTY UNIVERSITY

College of Education  
and Human Performance  
208 University Drive  
Campus Box 147  
West Liberty, WV 26074

Nicole Ennis, Ed D., Interim Dean

Office (304) 336-8231  
Fax 304-336-8256  
nicole.ennis@westliberty.edu

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## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 31st day of May, 2022 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Steubenville City Schools (DISTRICT/COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 08 / 02 / 2022

Signature: Cathy Monteroso

Title: Interim Provost

Institution: West Liberty University

Date: 08 / 02 / 2022

Signature: W. Franklin Evans

Title: President

Institution: West Liberty University

Date: 08 / 03 / 2022

Signature: Will Henderson

Title: Board President

Institution: Steubenville City Schools

Date: 7/20/2022

Graduate Memorandum of Understanding  
2022-2023 School Year



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## County and Institution of Higher Education Articles of Agreement for Master of Arts in Education Field Placements

This agreement made on the 17th day of January 2023 through July 31, 2023, by and between **West Liberty University (IHE)** and the **Upper Arlington Schools (DISTRICT/COUNTY)** is for the purpose of setting forth responsibilities of the Institution of Higher Education and the District Board of Education, and shall be a continuing agreement between both parties until dissolved by written notice by one or both parties or upon completion of the current academic year.

### I. The Institution of Higher Education

- A. Affirms that all candidates are bonafide graduate students of the institution-requesting placement in the county/district and are thereby covered by the institution's insurance and/or insurance secured by the individual candidates.
- B. Affirms that all candidates (practicum, student teachers and teacher residents) will be placed at instructional sites by collaboratively following the district's/county's procedure for securing proper placement and selection of professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100.
- C. Affirms that all candidates placed have met the minimum coursework required at the level appropriate for the practicum, student teaching and teach residency experience(s).
- D. Affirms that the candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper district/county school administrators and teachers on the progress of practicum candidates, student teachers and teacher residents.
- F. With collaboration and notice to proper district/county school administrators and teachers, will withdraw candidates (practicum, student teachers and teacher residents) from placements when performance in the placement warrants.
- G. Each student will acknowledge and agree to maintain confidentiality with regards to student records and information and will satisfactorily clear a background check.

### II. The District/County Board of Education

- A. Affirms that it will permit practicum candidates, student teacher candidates and teacher residents to complete various clinical and field experiences and become collaboratively involved in other educational activities in the district/county to permit broadening the students' experience.
- B. Affirms that the superintendent or designated party will sign the agreement thereby recognizing their official acceptance of the Institution of Higher Education's candidates in the county as practicum candidates, student teachers or teacher resident.
- C. Provide adequate counseling/in-service for practicum candidates, student teachers and teacher residents by addressing district/county and building policy to enhance the candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.

- D. Affirms that it will cooperate with personnel from the Institution of Higher Education in the selection of the site(s) and professional certified cooperating teachers according to the requirements set forth in WVDE Policy 5100 for the teacher candidates.
- E. Affirms that if a conflict shall arise during the candidate's (practicum, student teachers and teacher residents) teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner with minimal trauma to students, the candidate and staff member.
- F. With collaboration and notice to proper Institution of Higher Education administrators and/or supervisors, will withdraw candidates from placements when performance in the placement warrants.

Signature: Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 01 / 23 / 2023

Signature: \_\_\_\_\_

Title: ~~Interim Provost~~

Institution: ~~West Liberty University~~

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

Signature: Cathy Monterosa

Title: Interim President / Interim Provost

Institution: West Liberty University

Date: 01 / 23 / 2023

Signature: [Handwritten Signature]

Title: Superintendent

Institution: Upper Arlington Schools

Date: January 19, 2023

Graduate Memorandum of Understanding  
2022-2023 School Year