



## 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 Monteraso

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

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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 Monterosa

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



## 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



## 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 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

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 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: 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 **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



## 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 Monteroso

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 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: 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 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: Joann 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 **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, 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

Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 01 / 11 / 2023

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

Title: Interim Provost

Institution: West Liberty University

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

Signature: Cathy Monteroso

Cathy Monteroso

Title: Interim President /Interim Provost

Institution: West Liberty University

Date: 01 / 11 / 2023

Signature: Scott Celestin

Scott Celestin

Title: Superintendent

Institution: Buckeye Local School District

Date: 1/10/23

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 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: Kerem A Klamit

Title: Assistant Superintendent

Institution: Marshall County Schools

Date: 07 / 13 / 2022

Memorandum of Understanding



# WEST LIBERTY UNIVERSITY

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

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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 **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 **BRIDGEPORT EXEMPTED VILLAGE 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: 07 / 07 / 2023

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 07 / 07 / 2023

Signature: Tim Borchers

Title: President

Institution: West Liberty University

Date: 07 / 07 / 2023

Signature: [Handwritten Signature]

Title: Superintendent

Institution: Bridgeport Exempted Village School District

Date: 6-20-2023

Memorandum of Understanding

<b>Title</b>	West Liberty MOU 2023 2024 Bridgeport Exempted Village
<b>File name</b>	West Liberty MOU ...mpted Village.pdf
<b>Document ID</b>	4ec51847652ac6cdeaa2d90d23735c52ec48bbd9
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

## Document History



SENT

**07 / 07 / 2023**

10:29:39 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

**07 / 07 / 2023**

12:31:22 UTC-4

Viewed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu)  
IP: 184.14.217.238



SIGNED

**07 / 07 / 2023**

12:31:34 UTC-4

Signed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu)  
IP: 184.14.217.238



VIEWED

**07 / 07 / 2023**

12:51:30 UTC-4

Viewed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu)  
IP: 174.194.196.38



SIGNED

**07 / 07 / 2023**

12:51:41 UTC-4

Signed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu)  
IP: 174.194.196.38

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Document ID	4ec51847652ac6cdeaa2d90d23735c52ec48bbd9
Audit trail date format	MM / DD / YYYY
Status	● Signed

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### Document History



**07 / 07 / 2023**  
13:11:29 UTC-4

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



SIGNED

**07 / 07 / 2023**  
13:12:03 UTC-4

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



COMPLETED

**07 / 07 / 2023**  
13:12:03 UTC-4

The document has been completed.



# WEST LIBERTY UNIVERSITY

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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 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 BROOKE COUNTY SCHOOLS 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 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 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 **COUNTY** 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: 07 / 12 / 2023

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 07 / 12 / 2023

Signature: Tim Borchers

Title: President

Institution: West Liberty University

Date: 07 / 12 / 2023

Signature: Abby R Crook

Title: Superintendent

Institution: Brooke County Schools

Date: 7-10-23

Memorandum of Understanding

Title	WLU MOU-BROOKE COUNTY SCHOOLS
File name	WLU MOU - Brooke County.pdf
Document ID	2ebc64cd0bb926b14bacd983d3e46805d1a3ed80
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document History

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 VIEWED	<b>07 / 12 / 2023</b> 12:25:31 UTC-4	Viewed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu) IP: 174.192.192.208
 SIGNED	<b>07 / 12 / 2023</b> 12:26:02 UTC-4	Signed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu) IP: 174.192.192.208
 VIEWED	<b>07 / 12 / 2023</b> 13:01:53 UTC-4	Viewed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu) IP: 50.239.145.10
 SIGNED	<b>07 / 12 / 2023</b> 13:02:38 UTC-4	Signed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu) IP: 50.239.145.10

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Title	WLU MOU-BROOKE COUNTY SCHOOLS
File name	WLU MOU - Brooke County.pdf
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Audit trail date format	MM / DD / YYYY
Status	● Signed

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### Document History



**07 / 12 / 2023**  
13:58:37 UTC-4

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



**07 / 12 / 2023**  
13:58:55 UTC-4

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



**07 / 12 / 2023**  
13:58:55 UTC-4

The document has been completed.



# WEST LIBERTY UNIVERSITY

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Office: Main Hall 326B  
Office: (304) 336- 8486  
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 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, 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 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 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 **COUNTY** 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: 07 / 07 / 2023

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 07 / 07 / 2023

Signature: Tim Borchers

Title: President

Institution: West Liberty University

Date: 07 / 07 / 2023

Signature: Dawn Petrovich

Title: Superintendent

Institution: Hancock County Schools


Date: June 19, 2023

Memorandum of Understanding

Title	WLU MOU Teacher Ed Program 23.24
File name	WLU_MOU Teacher E... 23.24 signed.pdf
Document ID	13f7241bbdc899d86e4a8a5762ad11fd288c9371
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document History

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 VIEWED	<b>07 / 07 / 2023</b> 11:04:48 UTC-4	Viewed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu) IP: 184.14.217.238
 SIGNED	<b>07 / 07 / 2023</b> 11:05:19 UTC-4	Signed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu) IP: 184.14.217.238
 VIEWED	<b>07 / 07 / 2023</b> 11:32:42 UTC-4	Viewed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu) IP: 174.194.196.38
 SIGNED	<b>07 / 07 / 2023</b> 11:35:44 UTC-4	Signed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu) IP: 174.194.196.38

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Title	WLU MOU Teacher Ed Program 23.24
File name	WLU_MOU Teacher E... 23.24 signed.pdf
Document ID	13f7241bbdc899d86e4a8a5762ad11fd288c9371
Audit trail date format	MM / DD / YYYY
Status	● Signed

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### Document History



**07 / 07 / 2023**  
13:14:56 UTC-4

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



SIGNED

**07 / 07 / 2023**  
13:15:10 UTC-4

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



COMPLETED

**07 / 07 / 2023**  
13:15:10 UTC-4

The document has been completed.



# 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 **INDIAN CREEK SCHOOL DISTRICT (DISTRICT)** and **WEST LIBERTY UNIVERSITY TEACHER EDUCATION PROGRAM (EPP)** is for setting forth the responsibilities of the institution of higher education and **INDIAN CREEK 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: 07 / 07 / 2023

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 07 / 07 / 2023

Signature: Tim Borchers

Title: President

Institution: West Liberty University

Date: 07 / 07 / 2023

Signature: T Chapplear

Title: Superintendent

Institution: Indian Creek School District

Date: June 20, 2023

Memorandum of Understanding

<b>Title</b>	MOU 2023-24 Indian Creek School District
<b>File name</b>	MOU 2023-2024 Ind...hool District.pdf
<b>Document ID</b>	c48ed9b8122d3361b9719392c5021b8ba72a8485
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

### Document History



**07 / 07 / 2023**  
10:32:36 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



**07 / 07 / 2023**  
12:30:54 UTC-4

Viewed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu)  
IP: 184.14.217.238



**07 / 07 / 2023**  
12:31:08 UTC-4

Signed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu)  
IP: 184.14.217.238



**07 / 07 / 2023**  
12:51:50 UTC-4

Viewed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu)  
IP: 174.194.196.38



**07 / 07 / 2023**  
12:52:04 UTC-4

Signed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu)  
IP: 174.194.196.38

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Title	MOU 2023-24 Indian Creek School District
File name	MOU 2023-2024 Ind...hool District.pdf
Document ID	c48ed9b8122d3361b9719392c5021b8ba72a8485
Audit trail date format	MM / DD / YYYY
Status	● Signed

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### Document History



**07 / 07 / 2023**  
13:09:34 UTC-4

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



**07 / 07 / 2023**  
13:11:20 UTC-4

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



**07 / 07 / 2023**  
13:11:20 UTC-4

The document has been completed.



# 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

## 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, 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 **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 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 **COUNTY** 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: 07 / 07 / 2023

Signature: Cathy Monterosa

Title: Interim Provost

Institution: West Liberty University

Date: 07 / 07 / 2023

Signature: Tim Borchers

Title: President

Institution: West Liberty University

Date: 07 / 07 / 2023

Signature: John H. Miller

Title: Board President

Institution: Marshall County Schools

Date: 6/27/23

Memorandum of Understanding

Title	WLU MOU-Marshall County Schools
File name	WLU MOU-Marshall County Schools.pdf
Document ID	4c4d96e3583193ea508671253194e4d57dc97823
Audit trail date format	MM / DD / YYYY
Status	● Signed

## Document History

 SENT	<b>07 / 07 / 2023</b> 10:26:33 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>07 / 07 / 2023</b> 12:31:43 UTC-4	Viewed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu) IP: 184.14.217.238
 SIGNED	<b>07 / 07 / 2023</b> 12:31:58 UTC-4	Signed by Dr. Nicole Ennis (nicole.ennis@westliberty.edu) IP: 184.14.217.238
 VIEWED	<b>07 / 07 / 2023</b> 12:51:04 UTC-4	Viewed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu) IP: 174.194.196.38
 SIGNED	<b>07 / 07 / 2023</b> 12:51:19 UTC-4	Signed by Dr. Cathy Monteroso (cmonteroso@westliberty.edu) IP: 174.194.196.38

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Title	WLU MOU-Marshall County Schools
File name	WLU MOU-Marshall County Schools.pdf
Document ID	4c4d96e3583193ea508671253194e4d57dc97823
Audit trail date format	MM / DD / YYYY
Status	● Signed

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### Document History



**07 / 07 / 2023**  
13:12:10 UTC-4

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



SIGNED

**07 / 07 / 2023**  
13:12:35 UTC-4

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



COMPLETED

**07 / 07 / 2023**  
13:12:35 UTC-4

The document has been completed.



# 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

## 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 **THE BOARD 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 THE COUNTY OF OHIO** 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 **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 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 **COUNTY** 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  
Nicole Ennis

Title: Interim Dean

Institution: West Liberty University

Date: 07 / 24 / 2023

Signature: Cathy Monterosa  
Dr. Cathy Monteroso

Title: Interim Provost

Institution: West Liberty University

Date: 07 / 24 / 2023

Signature: Tim Borchers  
Dr. Tim Borchers

Title: President

Institution: West Liberty University

Date: 07 / 24 / 2023

Signature: Kimberly Miller  
Title: OCS/ Superintendent

Institution: The Board of the County of Ohio

Date: 7 / 27 / 23

Memorandum of Understanding

Handwritten text at the top of the page, possibly a header or title.

Large block of handwritten text in the middle section of the page.

Handwritten signature and date: *[Signature]* 25/05/02

Small handwritten text at the bottom right of the page.

## EXHIBIT A

### ADDENDUM

This Addendum to West Liberty Univ. MOU (the "Agreement"), dated 07 / 24 / 2023 by and between The Board of Education of the County of Ohio (OCS) and WLU (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: *Kimberly Miller*  
Its *OCS Superintendent*

CONTRACTOR:

By: *Tim Borchers*  
Dr. Tim Borchers  
Its President

1. The first part of the document is a letter from the Secretary of the State to the Governor, dated 10th March 1870.

The letter contains a report on the progress of the work done during the year ending 31st December 1869. It states that the total amount of the public debt has been reduced by £1,000,000, and that the public revenue has increased by £500,000.

The letter also contains a list of the names of the members of the Council of the State, and a list of the names of the members of the Executive Council.

*[Faint signature and stamp]*

*[Handwritten signature]*  
*[Handwritten text]*



## MEMORANDUM OF UNDERSTANDING

**This Memorandum of Understanding** is made this **29<sup>th</sup> day of August 2024**, by and between **WEST LIBERTY UNIVERSITY** (hereinafter called the “University”) and **STEBENVILLE CITY SCHOOLS** (hereinafter called the “School”).

### WITNESSETH THAT:

**WHEREAS**, the School and the University benefit mutually from the placement of teacher candidates in clinical experiences in the School; and

**WHEREAS**, the University also provides courses embodying Theory and Clinical Speech-Language experiences for undergraduate pre-professional and graduate Speech Pathology students at the University; and,

**WHEREAS**, part of the course study for the University desires that the students shall participate in an off-campus clinical experience at the School and,

**WHEREAS**, the School is willing to provide the necessary facilities for the said clinical Speech-Language Practicum in addition to clinical experiences for teacher candidates.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows.

#### A. With respect to teacher candidates, the University:

1. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this School.
2. 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.
3. 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 School’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.
4. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
5. 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.
6. Affirms that the teacher candidates will be properly supervised by University personnel.
7. Affirms that University personnel will consult with the proper school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.



8. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by the University.
9. Affirms that the University may provide services and assistance to School and partnership schools.
10. Affirms that all teacher candidates working in School have background screening either by the School or affidavits are supplied by the University that show such has been completed prior to the first field experience and again at admissions to the education program.
11. Affirms that student teachers and resident teachers will have completed all requirements for the Ohio Department of Education clinical permits: student teaching or residency permits.
12. Affirms that if warranted, after collaboration between the University and School, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
13. 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

B. With respect to teacher candidates, the School:

1. 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 School to permit broadening the teacher candidates' experience.
2. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the School a part of the board minutes, thereby recognizing the official acceptance in the school system.
3. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing School 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.
4. Affirms that it will include student teachers, resident teachers, and the University in professional learning opportunities and provide high-quality induction for resident teachers.
5. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
6. Affirms that it will cooperate with personnel from the University 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.



7. 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.
  8. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate University 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.
  9. Affirms the University 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.
  10. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
  11. Affirms that each Residency II student who is recommended by the University will be hired on a Long-Term Residency Permit by the School 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.
  12. Affirms that residents may not cover for a teacher of record without compensation during Residency 2.
  13. Affirms each candidate completing a yearlong residency clinical experience is assigned an official email address by the School for during of the residency.
- C. With respect to Speech Pathology students, the responsibilities of the University are as follows:
1. The University agrees to assume final responsibility for the educational experience and grades of the students.
  2. The University will plan with the appropriate School staff for the use of School facilities.
  3. The University will designate a faculty member to be responsible for the coordination and implementation of the program of learning.
  4. The University will be aware of the basic clinical requirements of the School and assure that the recommended students meet those requirements.
  5. The University will ensure that all students assigned to the School have the necessary health insurance and liability coverage. The University shall provide the School with documentation of appropriate health requisites and verification of liability coverage upon request prior to the student's clinical experience. Expenses incurred for emergency treatment in case of accident or illness shall be the responsibility of the student.
  6. The University will provide its students with a copy of the Code of Ethics of the American Speech-Language and Hearing Association (ASHA). Students will be expected to adhere to the ethical standards of ASHA.
  7. The University will inform its students as part of its training to regard as confidential any information they acquire about patients and review HIPAA regulations.




8. The University reserves the right to refuse or discontinue the placement of students if the Agreement does not meet the professional educational requirements and standards of the University.
- D. With respect to Speech Pathology students, the responsibilities of the School are as follows:
1. The School will familiarize and orient the student to the School in conjunction to commencement of the placement.
  2. The School agrees that only ASHA certified clinicians will supervise students at the School during the practicum and will complete a final evaluation of the students' outlining strengths and weaknesses in performance.
  3. The School assumes responsibility for the care of its patients and the experiences of students will not, in anyway, be determined by the staffing needs of the School.
  4. The School reserves the right to refuse or discontinue the availability of its facilities and services to any Student who does not continuously meet the professional or other requirements, qualifications, and standards of the School.
- E. There will be contact between the School and University faculty prior to the placements of students at the facility.
- F. There will be ongoing communication between the University and the School to ensure understanding of the expectations and roles of both institutions in providing clinical education to the students.
- G. The School and University shall acquaint the students and the faculty with the policies, standards, rules and regulations of the School, in the event of any inappropriate action by the students, the School staff will notify the University faculty to take appropriate action.
- H. This agreement shall be reviewed annually and remain in effect in perpetuity unless terminated or abrogated in writing by the mutual consent of West Liberty University and the School. This Agreement may be terminated by either party upon 90 days notification in writing of desire to cancel this Agreement; provided however, this Agreement shall not be cancelled in full until all scheduled Practicum responsibilities have been fulfilled by the School to students then enrolled. However, no other students shall be enrolled after the date upon which the Agreement is cancelled.



# WEST LIBERTY UNIVERSITY

College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

IN WITNESS WHEREOF, the parties hereto have executed this agreement and/or authorized same to be executed by their duly authorized representatives to be effective as of the day and year first written above.

 9/19/24  
**Dr. Sherri Theaker** **Date**  
**Interim Dean of Education and Human Performance**

Melinda Young 9-18-24  
**Melinda Young** **Date**  
**Superintendent**

 9/19/24  
**Dr. Karen Kettler** **Date**  
**Dean of College of Sciences**

Cathy Monterosa 9/19/24  
**Dr. Cathy Monterosa, Provost** **Date**

Tim Borchers 9/19/24  
**Dr. Tim Borchers, President** **Date**

**University Address:**  
West Liberty University  
Department of Communication Sciences and Disorders  
208 University Drive, CUB#140  
West Liberty, WV 26074

**School:**  
Steubenville City Schools  
611 N. 4<sup>th</sup> Street  
Steubenville, OH 43952



## MEMORANDUM OF UNDERSTANDING

**This Memorandum of Understanding** is made this **29<sup>th</sup> day of August 2024**, by and between **WEST LIBERTY UNIVERSITY** (hereinafter called the “University”) and **ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT** (hereinafter called the “School”).

### WITNESSETH THAT:

**WHEREAS**, the School and the University benefit mutually from the placement of teacher candidates in clinical experiences in the School; and

**WHEREAS**, the University also provides courses embodying Theory and Clinical Speech-Language experiences for undergraduate pre-professional and graduate Speech Pathology students at the University; and,

**WHEREAS**, part of the course study for the University desires that the students shall participate in an off-campus clinical experience at the School and,

**WHEREAS**, the School is willing to provide the necessary facilities for the said clinical Speech-Language Practicum in addition to clinical experiences for teacher candidates.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows.

#### A. With respect to teacher candidates, the University:

1. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this School.
2. 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.
3. 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 School’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.
4. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
5. 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.
6. Affirms that the teacher candidates will be properly supervised by University personnel.
7. Affirms that University personnel will consult with the proper school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.



8. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by the University.
9. Affirms that the University may provide services and assistance to School and partnership schools.
10. Affirms that all teacher candidates working in School have background screening either by the School or affidavits are supplied by the University that show such has been completed prior to the first field experience and again at admissions to the education program.
11. Affirms that student teachers and resident teachers will have completed all requirements for the Ohio Department of Education clinical permits: student teaching or residency permits.
12. Affirms that if warranted, after collaboration between the University and School, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
13. 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

B. With respect to teacher candidates, the School:

1. 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 School to permit broadening the teacher candidates' experience.
2. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the School a part of the board minutes, thereby recognizing the official acceptance in the school system.
3. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing School 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.
4. Affirms that it will include student teachers, resident teachers, and the University in professional learning opportunities and provide high-quality induction for resident teachers.
5. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
6. Affirms that it will cooperate with personnel from the University 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.



7. 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.
  8. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate University 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.
  9. Affirms the University 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.
  10. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
  11. Affirms that each Residency II student who is recommended by the University will be hired on a Long-Term Residency Permit by the School 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.
  12. Affirms that residents may not cover for a teacher of record without compensation during Residency 2.
  13. Affirms each candidate completing a yearlong residency clinical experience is assigned an official email address by the School for during of the residency.
- C. With respect to Speech Pathology students, the responsibilities of the University are as follows:
1. The University agrees to assume final responsibility for the educational experience and grades of the students.
  2. The University will plan with the appropriate School staff for the use of School facilities.
  3. The University will designate a faculty member to be responsible for the coordination and implementation of the program of learning.
  4. The University will be aware of the basic clinical requirements of the School and assure that the recommended students meet those requirements.
  5. The University will ensure that all students assigned to the School have the necessary health insurance and liability coverage. The University shall provide the School with documentation of appropriate health requisites and verification of liability coverage upon request prior to the student's clinical experience. Expenses incurred for emergency treatment in case of accident or illness shall be the responsibility of the student.
  6. The University will provide its students with a copy of the Code of Ethics of the American Speech-Language and Hearing Association (ASHA). Students will be expected to adhere to the ethical standards of ASHA.
  7. The University will inform its students as part of its training to regard as confidential any information they acquire about patients and review HIPAA regulations.




8. The University reserves the right to refuse or discontinue the placement of students if the Agreement does not meet the professional educational requirements and standards of the University.
- D. With respect to Speech Pathology students, the responsibilities of the School are as follows:
1. The School will familiarize and orient the student to the School in conjunction to commencement of the placement.
  2. The School agrees that only ASHA certified clinicians will supervise students at the School during the practicum and will complete a final evaluation of the students' outlining strengths and weaknesses in performance.
  3. The School assumes responsibility for the care of its patients and the experiences of students will not, in anyway, be determined by the staffing needs of the School.
  4. The School reserves the right to refuse or discontinue the availability of its facilities and services to any Student who does not continuously meet the professional or other requirements, qualifications, and standards of the School.
- E. There will be contact between the School and University faculty prior to the placements of students at the facility.
- F. There will be ongoing communication between the University and the School to ensure understanding of the expectations and roles of both institutions in providing clinical education to the students.
- G. The School and University shall acquaint the students and the faculty with the policies, standards, rules and regulations of the School, in the event of any inappropriate action by the students, the School staff will notify the University faculty to take appropriate action.
- H. This agreement shall be reviewed annually and remain in effect in perpetuity unless terminated or abrogated in writing by the mutual consent of West Liberty University and the School. This Agreement may be terminated by either party upon 90 days notification in writing of desire to cancel this Agreement; provided however, this Agreement shall not be cancelled in full until all scheduled Practicum responsibilities have been fulfilled by the School to students then enrolled. However, no other students shall be enrolled after the date upon which the Agreement is cancelled.



# WEST LIBERTY UNIVERSITY

College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

IN WITNESS WHEREOF, the parties hereto have executed this agreement and/or authorized same to be executed by their duly authorized representatives to be effective as of the day and year first written above.

 10/10/24  
Dr. Sherri Theaker Date  
Interim Dean of Education and Human Performance

Walter E Skaggs 10/9/2024  
Dr. Walter Skaggs Date  
Superintendent

 10/10/24  
Dr. Karen Kettler Date  
Dean of College of Sciences

Cathy Monterosa 10/10/24  
Dr. Cathy Monteroso, Provost Date

Tim Borchers 10/10/24  
Dr. Tim Borchers, President Date

**University Address:**  
West Liberty University  
Department of Communication Sciences and Disorders  
208 University Drive, CUB#140  
West Liberty, WV 26074

**School:**  
St. Clairsville-Richland City School District  
108 Woodrow Avenue  
St. Clairsville, OH 43950



## MEMORANDUM OF UNDERSTANDING

**This Memorandum of Understanding** is made this **29<sup>th</sup> day of August 2024**, by and between **WEST LIBERTY UNIVERSITY** (hereinafter called the “University”) and **THE BOARD OF EDUCATION OF THE COUNTY OF OHIO** (hereinafter called the “County”).

### WITNESSETH THAT:

**WHEREAS**, the County and the University benefit mutually from the placement of teacher candidates in clinical experiences in the County; and

**WHEREAS**, the University also provides courses embodying Theory and Clinical Speech-Language experiences for undergraduate pre-professional and graduate Speech Pathology students at the University; and,

**WHEREAS**, part of the course study for the University desires that the students shall participate in an off-campus clinical experience at the County and,

**WHEREAS**, the County is willing to provide the necessary facilities for the said clinical Speech-Language Practicum in addition to clinical experiences for teacher candidates.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows.

#### A. With respect to teacher candidates, the University:

1. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this county.
2. 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.
3. 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.
4. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
5. 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.
6. Affirms that the teacher candidates will be properly supervised by University personnel.
7. Affirms that University personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
8. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by the University.



9. Affirms that the University may provide services and assistance to County and partnership schools.
  10. Affirms that all teacher candidates working in County have background screening either by the County or affidavits are supplied by the University that show such has been completed prior to the first field experience and again at admissions to the education program.
  11. 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.
  12. Affirms that if warranted, after collaboration between the University and County, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
  13. 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
- B. With respect to teacher candidates, the County:
1. 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.
  2. 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.
  3. 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.
  4. Affirms that it will include student teachers, resident teachers, and the University in professional learning opportunities and provide high-quality induction for resident teachers.
  5. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
  6. Affirms that it will cooperate with personnel from the University 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.
  7. 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.
  8. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate University 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.

9. Affirms the University 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.
  10. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
  11. Affirms that each Residency II student who is recommended by the University 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)
  12. Affirms that residents may not cover for a teacher of record without compensation during Residency 2.
  13. 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.
- C. With respect to Speech Pathology students, the responsibilities of the University are as follows:
1. The University agrees to assume final responsibility for the educational experience and grades of the students.
  2. The University will plan with the appropriate Agency staff for the use of Agency facilities.
  3. The University will designate a faculty member to be responsible for the coordination and implementation of the program of learning.
  4. The University will be aware of the basic clinical requirements of the County and assure that the recommended students meet those requirements.
  5. The University will ensure that all students assigned to the County have the necessary health insurance and liability coverage. The University shall provide the County with documentation of appropriate health requisites and verification of liability coverage upon request prior to the student's clinical experience. Expenses incurred for emergency treatment in case of accident or illness shall be the responsibility of the student.
  6. The University will provide its students with a copy of the Code of Ethics of the American Speech-Language and Hearing Association (ASHA). Students will be expected to adhere to the ethical standards of ASHA.
  7. The University will inform its students as part of its training to regard as confidential any information they acquire about patients and review HIPAA regulations.
  8. The University reserves the right to refuse or discontinue the placement of students if the Agreement does not meet the professional educational requirements and standards of the University.

D. With respect to Speech Pathology students, the responsibilities of the County are as follows:



# WEST LIBERTY UNIVERSITY

College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

1. The County will familiarize and orient the student to the County in conjunction to commencement of the placement.
  2. The County agrees that only ASHA certified clinicians will supervise students at the County during the practicum and will complete a final evaluation of the students' outlining strengths and weaknesses in performance.
  3. The County assumes responsibility for the care of its patients and the experiences of students will not, in anyway, be determined by the staffing needs of the County.
  4. The County reserves the right to refuse or discontinue the availability of its facilities and services to any Student who does not continuously meet the professional or other requirements, qualifications, and standards of the County.
- E. There will be contact between the County and University faculty prior to the placements of students at the facility.
- F. There will be ongoing communication between the University and the County to ensure understanding of the expectations and roles of both institutions in providing clinical education to the students.
- G. The County and University shall acquaint the students and the faculty with the policies, standards, rules and regulations of the County, in the event of any inappropriate action by the students, the County staff will notify the University faculty to take appropriate action.
- H. This agreement shall be reviewed annually and remain in effect in perpetuity unless terminated or abrogated in writing by the mutual consent of West Liberty University and the County. This Agreement may be terminated by either party upon 90 days notification in writing of desire to cancel this Agreement; provided however, this Agreement shall not be cancelled in full until all scheduled Practicum responsibilities have been fulfilled by the County to students then enrolled. However, no other students shall be enrolled after the date upon which the Agreement is cancelled.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement and/or authorized same to be executed by their duly authorized representatives to be effective as of the day and year first written above.

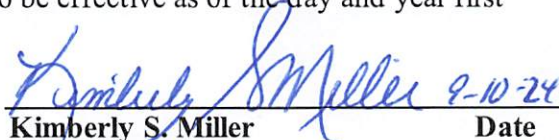


**Dr. Sherri Theaker**

**Interim Dean of Education and Human Performance Superintendent**

9/11/24

**Date**

 9-10-24

**Kimberly S. Miller**

**Date**



# WEST LIBERTY UNIVERSITY

College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

*Karen Kettler*

9/11/24

**Dr. Karen Kettler**  
Dean of College of Sciences

**Date**

*Cathy Monteroso*

9/11/24

**Dr. Cathy Monteroso, Provost**

**Date**

*Tim Borchers*

9/11/24

**Dr. Tim Borchers, President**

**Date**

**University Address:**

West Liberty University  
Department of Communication Sciences and Disorders  
208 University Drive, CUB#140  
West Liberty, WV 26074

**County:**

Ohio County Schools  
2203 National Road  
Wheeling, WV 26003



# WEST LIBERTY UNIVERSITY

College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

## MEMORANDUM OF UNDERSTANDING

**This Memorandum of Understanding** is made this **29<sup>th</sup> day of August 2024**, by and between **WEST LIBERTY UNIVERSITY** (hereinafter called the “University”) and **BUCKEYE LOCAL SCHOOL DISTRICT** (hereinafter called the “School”).

### WITNESSETH THAT:

**WHEREAS**, the School and the University benefit mutually from the placement of teacher candidates in clinical experiences in the School; and

**WHEREAS**, the University also provides courses embodying Theory and Clinical Speech-Language experiences for undergraduate pre-professional and graduate Speech Pathology students at the University; and,

**WHEREAS**, part of the course study for the University desires that the students shall participate in an off-campus clinical experience at the School and,

**WHEREAS**, the School is willing to provide the necessary facilities for the said clinical Speech-Language Practicum in addition to clinical experiences for teacher candidates.

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1. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this School.
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  4. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
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  6. Affirms that the teacher candidates will be properly supervised by University personnel.
  7. Affirms that University personnel will consult with the proper school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.



# WEST LIBERTY UNIVERSITY

College of Sciences

College of Education and Human Performance  
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West Liberty, WV 26074

8. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by the University.
  9. Affirms that the University may provide services and assistance to School and partnership schools.
  10. Affirms that all teacher candidates working in School have background screening either by the School or affidavits are supplied by the University that show such has been completed prior to the first field experience and again at admissions to the education program.
  11. Affirms that student teachers and resident teachers will have completed all requirements for the Ohio Department of Education clinical permits: student teaching or residency permits.
  12. Affirms that if warranted, after collaboration between the University and School, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
  13. 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
- B. With respect to teacher candidates, the School:
1. 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 School to permit broadening the teacher candidates' experience.
  2. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the School a part of the board minutes, thereby recognizing the official acceptance in the school system.
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  4. Affirms that it will include student teachers, resident teachers, and the University in professional learning opportunities and provide high-quality induction for resident teachers.
  5. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
  6. Affirms that it will cooperate with personnel from the University 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.



# WEST LIBERTY UNIVERSITY

College of Sciences

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7. 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.
  8. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate University 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.
  9. Affirms the University 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.
  10. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
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7. The University will inform its students as part of its training to regard as confidential any information they acquire about patients and review HIPAA regulations.
  8. The University reserves the right to refuse or discontinue the placement of students if the Agreement does not meet the professional educational requirements and standards of the University.
- D. With respect to Speech Pathology students, the responsibilities of the School are as follows:
1. The School will familiarize and orient the student to the School in conjunction to commencement of the placement.
  2. The School agrees that only ASHA certified clinicians will supervise students at the School during the practicum and will complete a final evaluation of the students' outlining strengths and weaknesses in performance.
  3. The School assumes responsibility for the care of its patients and the experiences of students will not, in anyway, be determined by the staffing needs of the School.
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- G. The School and University shall acquaint the students and the faculty with the policies, standards, rules and regulations of the School, in the event of any inappropriate action by the students, the School staff will notify the University faculty to take appropriate action.
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# WEST LIBERTY UNIVERSITY


College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

IN WITNESS WHEREOF, the parties hereto have executed this agreement and/or authorized same to be executed by their duly authorized representatives to be effective as of the day and year first written above.

 9/18/24  
Dr. Sherri Theaker **Date**  
Interim Dean of Education and Human Performance

 9/18/24  
Coy Sudvary **Date**  
Superintendent

 9/18/24  
Dr. Karen Kettler **Date**  
Dean of College of Sciences

 9/18/24  
Dr. Cathy Monteroso, Provost **Date**

 9/18/24  
Dr. Tim Borchers, President **Date**

**University Address:**  
West Liberty University  
Department of Communication Sciences and Disorders  
208 University Drive, CUB#140  
West Liberty, WV 26074

**School:**  
Buckeye Local School District  
6899 State Route 150  
Dillonvale, OH 43917



## MEMORANDUM OF UNDERSTANDING

**This Memorandum of Understanding** is made this **29<sup>th</sup> day of August 2024**, by and between **WEST LIBERTY UNIVERSITY** (hereinafter called the “University”) and **THE BOARD OF EDUCATION OF THE COUNTY OF BROOKE** (hereinafter called the “County”).

### WITNESSETH THAT:

**WHEREAS**, the County and the University benefit mutually from the placement of teacher candidates in clinical experiences in the County; and

**WHEREAS**, the University also provides courses embodying Theory and Clinical Speech-Language experiences for undergraduate pre-professional and graduate Speech Pathology students at the University; and,

**WHEREAS**, part of the course study for the University desires that the students shall participate in an off-campus clinical experience at the County and,

**WHEREAS**, the County is willing to provide the necessary facilities for the said clinical Speech-Language Practicum in addition to clinical experiences for teacher candidates.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows.

#### A. With respect to teacher candidates, the University:

1. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this county.
2. 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.
3. 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.
4. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
5. 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.
6. Affirms that the teacher candidates will be properly supervised by University personnel.
7. Affirms that University personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.



8. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by the University.
9. Affirms that the University may provide services and assistance to County and partnership schools.
10. Affirms that all teacher candidates working in County have background screening either by the County or affidavits are supplied by the University that show such has been completed prior to the first field experience and again at admissions to the education program.
11. 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.
12. Affirms that if warranted, after collaboration between the University and County, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
13. 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

B. With respect to teacher candidates, the County:

1. 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.
2. 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.
3. 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.
4. Affirms that it will include student teachers, resident teachers, and the University in professional learning opportunities and provide high-quality induction for resident teachers.
5. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
6. Affirms that it will cooperate with personnel from the University 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.



7. 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.
  8. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate University 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.
  9. Affirms the University 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.
  10. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
  11. Affirms that each Residency II student who is recommended by the University 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)
  12. Affirms that residents may not cover for a teacher of record without compensation during Residency 2.
  13. 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.
- C. With respect to Speech Pathology students, the responsibilities of the University are as follows:
1. The University agrees to assume final responsibility for the educational experience and grades of the students.
  2. The University will plan with the appropriate Agency staff for the use of Agency facilities.
  3. The University will designate a faculty member to be responsible for the coordination and implementation of the program of learning.
  4. The University will be aware of the basic clinical requirements of the County and assure that the recommended students meet those requirements.
  5. The University will ensure that all students assigned to the County have the necessary health insurance and liability coverage. The University shall provide the County with documentation of appropriate health requisites and verification of liability coverage upon request prior to the student's clinical experience. Expenses incurred for emergency treatment in case of accident or illness shall be the responsibility of the student.
  6. The University will provide its students with a copy of the Code of Ethics of the American Speech-Language and Hearing Association (ASHA). Students will be expected to adhere to the ethical standards of ASHA.




7. The University will inform its students as part of its training to regard as confidential any information they acquire about patients and review HIPAA regulations.
  8. The University reserves the right to refuse or discontinue the placement of students if the Agreement does not meet the professional educational requirements and standards of the University.
- D. With respect to Speech Pathology students, the responsibilities of the County are as follows:
1. The County will familiarize and orient the student to the County in conjunction to commencement of the placement.
  2. The County agrees that only ASHA certified clinicians will supervise students at the County during the practicum and will complete a final evaluation of the students' outlining strengths and weaknesses in performance.
  3. The County assumes responsibility for the care of its patients and the experiences of students will not, in anyway, be determined by the staffing needs of the County.
  4. The County reserves the right to refuse or discontinue the availability of its facilities and services to any Student who does not continuously meet the professional or other requirements, qualifications, and standards of the County.
- E. There will be contact between the County and University faculty prior to the placements of students at the facility.
- F. There will be ongoing communication between the University and the County to ensure understanding of the expectations and roles of both institutions in providing clinical education to the students.
- G. The County and University shall acquaint the students and the faculty with the policies, standards, rules and regulations of the County, in the event of any inappropriate action by the students, the County staff will notify the University faculty to take appropriate action.
- H. This agreement shall be reviewed annually and remain in effect in perpetuity unless terminated or abrogated in writing by the mutual consent of West Liberty University and the County. This Agreement may be terminated by either party upon 90 days notification in writing of desire to cancel this Agreement; provided however, this Agreement shall not be cancelled in full until all scheduled Practicum responsibilities have been fulfilled by the County to students then enrolled. However, no other students shall be enrolled after the date upon which the Agreement is cancelled.



# WEST LIBERTY UNIVERSITY


College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

IN WITNESS WHEREOF, the parties hereto have executed this agreement and/or authorized same to be executed by their duly authorized representatives to be effective as of the day and year first written above.

  
\_\_\_\_\_  
**Dr. Sherri Theaker**  
**Interim Dean of Education and Human Performance**

9/9/24

Date

  
\_\_\_\_\_  
**Jeffrey R. Cook**  
**Superintendent**

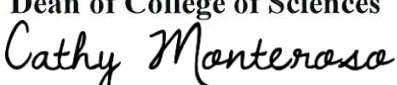
9/9/24

Date

  
\_\_\_\_\_  
**Dr. Karen Kettler**  
**Dean of College of Sciences**

9/9/24

Date

  
\_\_\_\_\_  
**Dr. Cathy Monteroso, Provost**

9/9/24

Date

  
\_\_\_\_\_  
**Dr. Tim Borchers, President**

9/9/24

Date

**University Address:**  
West Liberty University  
Department of Communication Sciences and Disorders  
208 University Drive, CUB#140  
West Liberty, WV 26074

**County:**  
Brooke County Schools  
1201 Pleasant Avenue  
Wellsburg, WV 26070



# WEST LIBERTY UNIVERSITY

College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made this 29<sup>th</sup> day of August 2024, by and between WEST LIBERTY UNIVERSITY (hereinafter called the “University”) and BRIDGEPORT EXEMPTED VILLAGE SCHOOL DISTRICT (hereinafter called the “School”).

### WITNESSETH THAT:

**WHEREAS**, the School and the University benefit mutually from the placement of teacher candidates in clinical experiences in the School; and

**WHEREAS**, the University also provides courses embodying Theory and Clinical Speech-Language experiences for undergraduate pre-professional and graduate Speech Pathology students at the University; and,

**WHEREAS**, part of the course study for the University desires that the students shall participate in an off-campus clinical experience at the School and,

**WHEREAS**, the School is willing to provide the necessary facilities for the said clinical Speech-Language Practicum in addition to clinical experiences for teacher candidates.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows.

#### A. With respect to teacher candidates, the University:

1. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this School.
2. 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.
3. 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 School’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.
4. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
5. 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.
6. Affirms that the teacher candidates will be properly supervised by University personnel.
7. Affirms that University personnel will consult with the proper school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
8. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by the University.



9. Affirms that the University may provide services and assistance to School and partnership schools.
10. Affirms that all teacher candidates working in School have background screening either by the School or affidavits are supplied by the University that show such has been completed prior to the first field experience and again at admissions to the education program.
11. Affirms that student teachers and resident teachers will have completed all requirements for the Ohio Department of Education clinical permits: student teaching or residency permits.
12. Affirms that if warranted, after collaboration between the University and School, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
13. 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

B. With respect to teacher candidates, the School:

1. 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 School to permit broadening the teacher candidates' experience.
2. Affirms that it will place all teacher candidates and resident teachers on the board agenda and make their presence and assignment(s) in the School a part of the board minutes, thereby recognizing the official acceptance in the school system.
3. Affirms that it will provide adequate counseling/in-service for teacher candidates, student teachers, and resident teachers by addressing School 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.
4. Affirms that it will include student teachers, resident teachers, and the University in professional learning opportunities and provide high-quality induction for resident teachers.
5. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
6. Affirms that it will cooperate with personnel from the University 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.
7. 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.
8. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate University 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.

9. Affirms the University 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.
  10. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
  11. Affirms that each Residency II student who is recommended by the University will be hired on a Long-Term Residency Permit by the School 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.
  12. Affirms that residents may not cover for a teacher of record without compensation during Residency 2.
  13. Affirms each candidate completing a yearlong residency clinical experience is assigned an official email address by the School for during of the residency.
- C. With respect to Speech Pathology students, the responsibilities of the University are as follows:
1. The University agrees to assume final responsibility for the educational experience and grades of the students.
  2. The University will plan with the appropriate School staff for the use of School facilities.
  3. The University will designate a faculty member to be responsible for the coordination and implementation of the program of learning.
  4. The University will be aware of the basic clinical requirements of the School and assure that the recommended students meet those requirements.
  5. The University will ensure that all students assigned to the School have the necessary health insurance and liability coverage. The University shall provide the School with documentation of appropriate health requisites and verification of liability coverage upon request prior to the student's clinical experience. Expenses incurred for emergency treatment in case of accident or illness shall be the responsibility of the student.
  6. The University will provide its students with a copy of the Code of Ethics of the American Speech-Language and Hearing Association (ASHA). Students will be expected to adhere to the ethical standards of ASHA.
  7. The University will inform its students as part of its training to regard as confidential any information they acquire about patients and review HIPAA regulations.
  8. The University reserves the right to refuse or discontinue the placement of students if the Agreement does not meet the professional educational requirements and standards of the University.
- D. With respect to Speech Pathology students, the responsibilities of the School are as follows:



# WEST LIBERTY UNIVERSITY

College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

1. The School will familiarize and orient the student to the School in conjunction to commencement of the placement.
  2. The School agrees that only ASHA certified clinicians will supervise students at the School during the practicum and will complete a final evaluation of the students' outlining strengths and weaknesses in performance.
  3. The School assumes responsibility for the care of its patients and the experiences of students will not, in anyway, be determined by the staffing needs of the School.
  4. The School reserves the right to refuse or discontinue the availability of its facilities and services to any Student who does not continuously meet the professional or other requirements, qualifications, and standards of the School.
- E. There will be contact between the School and University faculty prior to the placements of students at the facility.
- F. There will be ongoing communication between the University and the School to ensure understanding of the expectations and roles of both institutions in providing clinical education to the students.
- G. The School and University shall acquaint the students and the faculty with the policies, standards, rules and regulations of the School, in the event of any inappropriate action by the students, the School staff will notify the University faculty to take appropriate action.
- H. This agreement shall be reviewed annually and remain in effect in perpetuity unless terminated or abrogated in writing by the mutual consent of West Liberty University and the School. This Agreement may be terminated by either party upon 90 days notification in writing of desire to cancel this Agreement; provided however, this Agreement shall not be cancelled in full until all scheduled Practicum responsibilities have been fulfilled by the School to students then enrolled. However, no other students shall be enrolled after the date upon which the Agreement is cancelled.

IN WITNESS WHEREOF, the parties hereto have executed this agreement and/or authorized same to be executed by their duly authorized representatives to be effective as of the day and year first written above.

  
\_\_\_\_\_  
Dr. Sherri Theaker  
Interim Dean of Education and Human Performance

8/30/24

Date

  
Brent Ripley

\_\_\_\_\_  
Brent Ripley  
Superintendent

8/29/24

Date



# WEST LIBERTY UNIVERSITY

College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

*K. Kettler*

8/30/24

Dr. Karen Kettler

Date

Dean of College of Sciences

*Cathy Monteroso*

8/30/24

Dr. Cathy Monteroso, Provost

Date

*Tim Borchers*

8/30/24

Dr. Tim Borchers, President

Date

**University Address:**

West Liberty University  
Department of Communication Sciences and Disorders  
208 University Drive, CUB#140  
West Liberty, WV 26074

**School:**

Bridgeport Exempted Village School District  
55781 National Road  
Bridgeport, OH 43912



# WEST LIBERTY UNIVERSITY

College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

## MEMORANDUM OF UNDERSTANDING

**This Memorandum of Understanding** is made this **29<sup>th</sup> day of August 2024**, by and between **WEST LIBERTY UNIVERSITY** (hereinafter called the “University”) and **EDISON LOCAL SCHOOL DISTRICT** (hereinafter called the “School”).

### WITNESSETH THAT:

**WHEREAS**, the School and the University benefit mutually from the placement of teacher candidates in clinical experiences in the School; and

**WHEREAS**, the University also provides courses embodying Theory and Clinical Speech-Language experiences for undergraduate pre-professional and graduate Speech Pathology students at the University; and,

**WHEREAS**, part of the course study for the University desires that the students shall participate in an off-campus clinical experience at the School and,

**WHEREAS**, the School is willing to provide the necessary facilities for the said clinical Speech-Language Practicum in addition to clinical experiences for teacher candidates.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows.

- A. With respect to teacher candidates, the University:
1. Affirms that all teacher candidates are bona fide students of the institution and requesting placement in this School.
  2. 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.
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  4. Affirms that residency candidates will follow the district calendar in yearlong residency placements.
  5. 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.
  6. Affirms that the teacher candidates will be properly supervised by University personnel.
  7. Affirms that University personnel will consult with the proper school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.



# WEST LIBERTY UNIVERSITY

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8. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by the University.
  9. Affirms that the University may provide services and assistance to School and partnership schools.
  10. Affirms that all teacher candidates working in School have background screening either by the School or affidavits are supplied by the University that show such has been completed prior to the first field experience and again at admissions to the education program.
  11. Affirms that student teachers and resident teachers will have completed all requirements for the Ohio Department of Education clinical permits: student teaching or residency permits.
  12. Affirms that if warranted, after collaboration between the University and School, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
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- B. With respect to teacher candidates, the School:
1. 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 School to permit broadening the teacher candidates' experience.
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  4. Affirms that it will include student teachers, resident teachers, and the University in professional learning opportunities and provide high-quality induction for resident teachers.
  5. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
  6. Affirms that it will cooperate with personnel from the University 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.



# WEST LIBERTY UNIVERSITY

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7. 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.
  8. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate University 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.
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1. The School will familiarize and orient the student to the School in conjunction to commencement of the placement.
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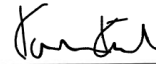


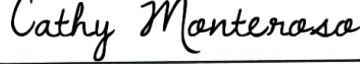
# WEST LIBERTY UNIVERSITY

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

IN WITNESS WHEREOF, the parties hereto have executed this agreement and/or authorized same to be executed by their duly authorized representatives to be effective as of the day and year first written above.

	<input type="text" value="9/24/24"/>		<input type="text" value="9.24.24"/>
<b>Dr. Sherri Theaker</b>	<b>Date</b>	<b>Bill Beattie</b>	<b>Date</b>
<b>Interim Dean of Education and Human Performance</b>		<b>Superintendent</b>	

	<input type="text" value="9/24/24"/>
<b>Dr. Karen Kettler</b>	<b>Date</b>
<b>Dean of College of Sciences</b>	

	<input type="text" value="9/24/24"/>
<b>Dr. Cathy Monteroso, Provost</b>	<b>Date</b>

	<input type="text" value="9/24/24"/>
<b>Dr. Tim Borchers, President</b>	<b>Date</b>

**University Address:**  
West Liberty University  
Department of Communication Sciences and Disorders  
208 University Drive, CUB#140  
West Liberty, WV 26074

**School:**  
Edison Local School District  
14890 State Route 213  
Hammondsville, OH 43930



## MEMORANDUM OF UNDERSTANDING

**This Memorandum of Understanding** is made this **29<sup>th</sup> day of August 2024**, by and between **WEST LIBERTY UNIVERSITY** (hereinafter called the “University”) and **THE BOARD OF EDUCATION OF THE COUNTY OF MARSHALL** (hereinafter called the “County”).

### WITNESSETH THAT:

**WHEREAS**, the County and the University benefit mutually from the placement of teacher candidates in clinical experiences in the County; and

**WHEREAS**, the University also provides courses embodying Theory and Clinical Speech-Language experiences for undergraduate pre-professional and graduate Speech Pathology students at the University; and,

**WHEREAS**, part of the course study for the University desires that the students shall participate in an off-campus clinical experience at the County and,

**WHEREAS**, the County is willing to provide the necessary facilities for the said clinical Speech-Language Practicum in addition to clinical experiences for teacher candidates.

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7. Affirms that University personnel will consult with the proper county school administrators and cooperating teachers on the progress or lack of progress of teacher candidates or residents.
8. Affirms that an honorarium/stipend for cooperating teachers or partnership schools will be provided by the University.



9. Affirms that the University may provide services and assistance to County and partnership schools.
10. Affirms that all teacher candidates working in County have background screening either by the County or affidavits are supplied by the University that show such has been completed prior to the first field experience and again at admissions to the education program.
11. 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.
12. Affirms that if warranted, after collaboration between the University and County, a pre-service teacher candidate, student-teacher or a resident teacher may be relocated to a different placement.
13. 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

B. With respect to teacher candidates, the County:

1. 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.
2. 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.
3. 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.
4. Affirms that it will include student teachers, resident teachers, and the University in professional learning opportunities and provide high-quality induction for resident teachers.
5. Affirms that resident teachers and cooperating teachers will utilize the co-teaching model of instruction during the yearlong residency experience.
6. Affirms that it will cooperate with personnel from the University 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.
7. 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.
8. Affirms that if a conflict shall arise during the teacher candidate's (pre-service, student teachers, resident teachers) experience, appropriate University 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.

9. Affirms the University 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.
10. Affirms that Residency 1 students are not permitted to provide coverage for vacant classrooms.
11. Affirms that each Residency II student who is recommended by the University 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)
12. Affirms that residents may not cover for a teacher of record without compensation during Residency 2.
13. 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.

C. With respect to Speech Pathology students, the responsibilities of the University are as follows:

1. The University agrees to assume final responsibility for the educational experience and grades of the students.
2. The University will plan with the appropriate Agency staff for the use of Agency facilities.
3. The University will designate a faculty member to be responsible for the coordination and implementation of the program of learning.
4. The University will be aware of the basic clinical requirements of the County and assure that the recommended students meet those requirements.
5. The University will ensure that all students assigned to the County have the necessary health insurance and liability coverage. The University shall provide the County with documentation of appropriate health requisites and verification of liability coverage upon request prior to the student's clinical experience. Expenses incurred for emergency treatment in case of accident or illness shall be the responsibility of the student.
6. The University will provide its students with a copy of the Code of Ethics of the American Speech-Language and Hearing Association (ASHA). Students will be expected to adhere to the ethical standards of ASHA.
7. The University will inform its students as part of its training to regard as confidential any information they acquire about patients and review HIPAA regulations.
8. The University reserves the right to refuse or discontinue the placement of students if the Agreement does not meet the professional educational requirements and standards of the University.

D. With respect to Speech Pathology students, the responsibilities of the County are as follows:




# WEST LIBERTY UNIVERSITY

College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

1. The County will familiarize and orient the student to the County in conjunction to commencement of the placement.
  2. The County agrees that only ASHA certified clinicians will supervise students at the County during the practicum and will complete a final evaluation of the students' outlining strengths and weaknesses in performance.
  3. The County assumes responsibility for the care of its patients and the experiences of students will not, in anyway, be determined by the staffing needs of the County.
  4. The County reserves the right to refuse or discontinue the availability of its facilities and services to any Student who does not continuously meet the professional or other requirements, qualifications, and standards of the County.
- E. There will be contact between the County and University faculty prior to the placements of students at the facility.
- F. There will be ongoing communication between the University and the County to ensure understanding of the expectations and roles of both institutions in providing clinical education to the students.
- G. The County and University shall acquaint the students and the faculty with the policies, standards, rules and regulations of the County, in the event of any inappropriate action by the students, the County staff will notify the University faculty to take appropriate action.
- H. This agreement shall be reviewed annually and remain in effect in perpetuity unless terminated or abrogated in writing by the mutual consent of West Liberty University and the County. This Agreement may be terminated by either party upon 90 days notification in writing of desire to cancel this Agreement; provided however, this Agreement shall not be cancelled in full until all scheduled Practicum responsibilities have been fulfilled by the County to students then enrolled. However, no other students shall be enrolled after the date upon which the Agreement is cancelled.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement and/or authorized same to be executed by their duly authorized representatives to be effective as of the day and year first written above.

  
\_\_\_\_\_  
**Dr. Sherri Theaker**

9/11/24  
\_\_\_\_\_  
**Date**

 9-10-24  
\_\_\_\_\_  
**Shelby Haines** **Date**

**Interim Dean of Education and Human Performance Superintendent**



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College of Sciences  
College of Education and Human Performance  
208 University Drive  
West Liberty, WV 26074

*Karen Kettler* 9/11/24  
Dr. Karen Kettler Date  
Dean of College of Sciences

*John Miller* Date  
John Miller  
President, Board of Education

*Cathy Monteroso* 9/11/24  
Dr. Cathy Monteroso, Provost Date

*Tim Borchers* 9/11/24  
Dr. Tim Borchers, President Date

**University Address:**  
West Liberty University  
Department of Communication Sciences and Disorders  
208 University Drive, CUB#140  
West Liberty, WV 26074

**County:**  
Marshall County Schools  
214 Middle Grave Creek Road  
Moundsville, WV 26041