



**Missouri State**  
UNIVERSITY

**Memorandum of Understanding  
for  
Practicum/Student Teaching/Internship/Course Credit  
Partnership between  
Board of Governors of Missouri State University and Broken Arrow Public Schools**

This Memorandum of Understanding (MOU) is written in the spirit of cooperation and good faith between **Board of Governors of Missouri State University and Broken Arrow Public Schools School District/Agency/Clinic**. **Board of Governors of Missouri State University** recognizes that in order to retain the highest level of talent in classroom teaching or clinical practices, communities must have a collaborative relationship between institutions of higher learning and their partners. The intent of this MOU is to outline the processes employed by Missouri State University and its partners, so that a rich and fulfilling experience is provided to the practicum student/student teacher candidate/intern/course credit student and students with whom they are working. With this intent, the following terms are agreed to by all parties with regard to practicum/student teaching/internship/course credit within **Broken Arrow Public Schools School District/Agency/Clinic**.

1. **Assignment of Practicum Student/Student Teacher Candidate/Intern/Course Credit Student**. **Board of Governors of Missouri State University** (hereafter referred to as “the institution”) will only place students for assignments as practicum students/student teacher candidates/interns/course credit students who have successfully completed all the prerequisites for practicum/student teaching/internship/course credit. Personnel from the institution and the **School District/Agency/Clinic of Broken Arrow Public Schools** (hereafter referred to as “District/Agency/Clinic”) shall collaborate on the placement of the practicum student/student teacher candidate/intern/course credit student into the District’s/Agency’s/Clinic’s learning settings to allow those practicum students/student teacher candidates/interns/course credit students to receive a learning experience.  
  
The District/Agency/Clinic will select certified staff and/or experienced classroom teachers to work with the practicum students/student teacher candidates/interns/course credit students during the semester.
2. **Confidentiality**. The institution and each practicum student/student teacher candidate/intern/course credit student assigned pursuant to this MOU shall maintain confidentiality concerning District’s/Agency’s/Clinic’s attendees as required by the Family Educational Rights and Privacy Act (FERPA) and the statutes of the state of Missouri. Prior to placing a practicum student/student teacher candidate/intern/course credit student in a District/Agency/Clinic program or building, the institution shall provide training to the practicum student/student teacher candidate/intern/course credit student regarding the requirements of FERPA and applicable Missouri Statutes.
3. **Non Discrimination**. The District/Agency/Clinic and the institution give assurance that each is an equal opportunity employer and does not discriminate against any employee, practicum student/student teacher candidate/intern/course credit student, or applicant for employment or registration in a course of study or in

its services to people on the basis of race, color, religion, sex, national origin, ancestry, age, disability or veteran status.

- a. The parties agree to comply with all laws and regulations applicable to the Agreement.
  - b. The institution and District/Agency/Clinic agree that its employees, agents, representatives and practicum students/student teacher candidates/interns/course credit students will refrain from discrimination against any employee, student, attendee, parent or patron, on the basis of the person's race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, age disability or veteran status, during any activity connected to this Agreement.
4. **Liability.** The District/Agency/Clinic, as a political subdivision of the State of Missouri, and the institution as a Missouri public institution of higher education, have their liability limited by the Missouri sovereign immunity statutes, Section 537.600 *et seq.* RSMo. The parties further understand that nothing in this Agreement shall constitute a waiver of the other's right to sovereign immunity pursuant to the laws of the State of Missouri.
  5. **Term/Termination of MOU.** This MOU shall be effective on the date signed by each of the parties and shall remain in effect until written notice of termination by the institution to the District/Agency/Clinic or vice-versa.
  6. **Responsibilities of the Institution.** The institution will ensure that each practicum student/student teacher candidate/intern/course credit student is fingerprinted and background checked (when required) in accordance with Missouri law and the policies of the institution. In addition to the FBI fingerprinting and background check, students will be placed when cleared by the Department of Elementary and Secondary Education (DESE) through issuance of a substitute certificate (when required). It is understood that the District/Agency/Clinic reserves the right to refuse to allow any person to have access to its students, attendees employees or buildings as a result of information obtained through the background check, or for any other reason, at the discretion of the District/Agency/Clinic.
  7. **Responsibilities of the District/Agency/Clinic.** The District/Agency/Clinic shall provide learning experiences, which are planned, organized and administered by qualified staff in accordance with mutually agreed upon educational objectives and guidelines.

The District/Agency/Clinic will assign and designate a point of contact who is to be responsible for planning and administering the program.

The District/Agency/Clinic shall facilitate the practicum student's/student teacher candidates's/intern's/course credit student's professional growth through educational assignments, and shall provide adequate space, equipment and supplies to meet the objectives of training.

Practicum students/student teacher candidates/interns/course credit students shall perform services only when under the supervision of registered, licensed or certified District/Agency/Clinic staff. Practicums/student teacher candidates/interns/course credit students are trainees, therefore, are not considered employees or agents of the District/Agency/Clinic, and are not to replace District/Agency/Clinic staff.

It is through an abundance of mutual respect and understanding of respective missions that we, the undersigned, agree to the terms set forth in this MOU.

	Name/Title of Signee	Signature	Date
Board of Governors of Missouri State University	<u>Dr. Barri Tinkler</u> Interim Dean College of Education	<u>Barri Tinkler, Ph.D.</u>	<u>3/29/2021</u>

School District/Agency/ Clinic Name	Name/Title of Signee	Signature	Date
Broken Arrow Public Schools	<u>Steve Allen</u> <u>BOE President</u>	_____	<u>6-7-2021</u>