



BROKEN ARROW PUBLIC SCHOOLS  
EST. 1904

## MEMORANDUM

To: Dr. Janet Vinson

From: Ms. Lindsay Drake  
Senior HR Recruitment & Staffing Coordinator

Date: August 9 Board Meeting

Re: The University of Oklahoma Internship Agreement

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### SUBJECT

Accept and approve the agreement between The University of Oklahoma and Broken Arrow Public Schools to allow students the ability to complete their student teaching within Broken Arrow Public Schools. The maximum cost to the district is \$13.95 for a criminal background check per student intern.

### ENCLOSURE/ATTACHMENTS

Internship Memorandum of Understanding

### SUMMARY

The agreement between the district and The University of Oklahoma will continue for the 2021-2022 school year.

### FUNDING

PRJ 180 FUNCT 2571 OBJ 340

### RECOMMENDATION

Approve

# BROKEN ARROW PUBLIC SCHOOLS

Educating Today  Leading Tomorrow

Contract Committee Review Request

**MUST BE COMPLETED IN FULL**

Date: 07/26/2021

Contract/Agreement Vendor: The University of Oklahoma

Name of Vendor  
Aubrey Fick

Contact Person Phone Number  
4502 E 41st St

Address  
Tulsa, OK 74135

City State Zip

aubreyfick@ou.edu

Email address

2021-2022 SY

Date of services

**IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE : W9 \_\_\_\_\_ And Vendor Registration \_\_\_\_\_**

Person Submitting Contract/Agreement for Review: Lindsay Drake- Human Resources

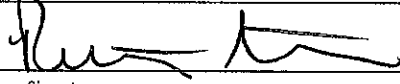
Name Site

Reason for Review: (New Agreement, Renewal...): Renewal

Audience/Group to benefit from Contract/Agreement: Student Interns

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE**

Principal **and** Director or Administrator: \_\_\_\_\_

  
Signature

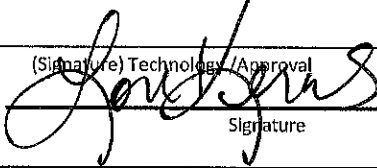
Does this Contract/Agreement utilize technology? No  Yes

Has it been reviewed by the Chief Technology Officer? No  Yes

If yes, Approved by: \_\_\_\_\_

(Signature) Technology Approval

Leadership Team Member: \_\_\_\_\_

  
Signature

Funding Source: \_\_\_\_\_

Description OCAS Coding

Process: PLEASE FOLLOW ALL STEPS

1. The Contract/Agreement is reviewed and approved by site Principal/ Director/ Administrator.
2. If Technology related, the Contract/Agreement is reviewed and approved Technology.
3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on \_\_\_\_\_"  
Date of Board Meeting
5. Attach this form with Contract/Agreement and Board Memo
6. **The appropriate Leadership Team Member will review and submit to the Contract Committee**
7. Keep copy for your records

*The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:30a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*

UNIVERSITY OF OKLAHOMA  
FIELD EXPERIENCE / PRACTICUM / INTERNSHIP  
MEMORANDUM OF UNDERSTANDING

On this 18<sup>th</sup> day of June 2021, the Board of Regents of the University of Oklahoma, for and on behalf of the Jeannine Rainbolt College of Education, Department of Early Childhood Education ("the University") and Broken Arrow Public Schools (" Facility"), agree that Students enrolled at the University may engage in a Field Experience, Practicum, Internship or similar arrangement ("Practicum") at the Facility, according to the following conditions:

**A. The University and the Facility jointly agree:**

1. This Practicum Memorandum of Understanding (the "Agreement") shall be effective beginning July 13, 2021, and ending July 13, 2022. Either party may terminate this Agreement by giving the other advance written notice of termination of not less than thirty (30) days. The Agreement may be terminated at any time by mutual consent. If this Agreement is terminated during a Practicum, however, the parties agree to allow current Students to complete the Practicum.
2. Access to Student records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, commonly known as "FERPA," and all other applicable laws.
3. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. seq.) are incorporated into this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, sex, political beliefs, or veteran's status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. §4212.
4. This agreement entails no compensation or payment between the parties.
5. The parties, their students and employees, shall have the right to publish scholarly articles and papers arising out of the Practicum; provided however, each party and their students and employees shall submit said articles and papers to the other party not less than sixty (60) days prior to publication for the purposes of identifying inaccurate, improper and/or proprietary/confidential information contained therein.
6. When circumstances indicate that a Student must be immediately withdrawn from the Practicum, the Facility shall promptly inform the University, and the University shall

withdraw the Student.

7. The parties agree not to use each other's names or logos in any publications or advertising without prior written approval from the other party.

**B. Responsibilities of the University:**

1. The University shall designate one or more members of its faculty ("Faculty Liaison") to coordinate all aspects of the Practicum with the Facility and assist in developing Student assignments, training activities and Student evaluations.

2. The University shall require each participating Student to complete, sign and return Attachment A, "Student Acknowledgement and Release."

**C. Responsibilities of the Facility:**

1. The Facility is responsible for the actual supervision and control of the Student's activities within the Facility. The Facility will designate one or more staff persons ("Instructor(s)") with appropriate qualifications to instruct and supervise the Student. The Student is not responsible for supervising any minors, the Facility is responsible for the actual supervision of any minors from the Facility.

2. The Facility will provide the Student with appropriate training and resources to foster the Student's learning experience.

3. The Instructor will be responsible for prompt submission of reports that adequately describe the Student's progress, if the University requires.

4. The Facility will communicate immediately with the Faculty Liaison any concern regarding the Student's performance or progress.

5. The Facility will agree to arrange Student schedules that minimize conflict between their schedules and those of the University and the Student.

6. Upon reasonable request, the Facility agrees to permit the University or its accreditation agencies to inspect the areas of the Facility relevant to the Practicum.

7. The Facility agrees to provide each Student in the Facility with the relevant policies, rules, regulations, and expectations with which the Student is required to comply.

8. Students admitted into University's Jeannine Rainbolt College of Education after August 1, 2013, have submitted to a background check as a condition of their admission into the College. University will check applicant histories for: conviction of a felony, any crime involving moral turpitude or a felony violation of the narcotic laws of the United States or the State of Oklahoma, provided the conviction was entered within the preceding ten-year period. Facility will obtain and pay all costs of background checks that may be required for a student admitted to University's Jeannine Rainbolt College of Education prior to August 1, 2013, or may be otherwise required by Facility. Facility may check with University to determine any student's date of admission into the Jeannine Rainbolt College of Education..

D. Responsibilities of the Student:

See Attachment A that the Student and one witness shall sign and date.

AGREED:

\_\_\_\_\_  
Dean/Director/Chair with Signature Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Representative with Signature Authority

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Dean, College of Education

\_\_\_\_\_  
Date

ACKNOWLEDGED:

\_\_\_\_\_  
Faculty Liaison , University of Oklahoma

\_\_\_\_\_  
Date

**ATTACHMENT A  
STUDENT ACKNOWLEDGEMENT AND RELEASE**

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
("Student") accepts the following responsibilities in order to participate in the Practicum  
with the Facility:

- A. The Student shall act professionally and ethically at the Facility.
- B. The Student shall respect the confidentiality of information that the Facility indicates is confidential, and any personal, sensitive, or private information that he/she discovers or has access to, including but not limited to medical records, both during and after the Practicum. For example, posting pictures on social media, without consent, may violate personal rights of privacy.
- C. The Student shall adhere to Facility and University policies, procedures, and operating standards, and complete any documentation required, such as proof of immunizations or drug tests.
- D. The Student will prepare for and participate in any evaluation conferences that the University or Facility may require.
- E. The Student is responsible for acquiring and maintaining his/her own health and accident, automobile, and professional liability insurance, if required.
- F. Participation in this Practicum does not make the Student an employee of the Facility or the University or entitle him/her to financial remuneration, unless agreed by the Facility and Student in advance and in writing.
- G. The Student travels to and from the practicum/internship at his/her own expense and risk.

These terms shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, legatees, members of my family, and any other representative.

APPROVED:

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student name

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Witness name