



Memorandum of Understanding Between Residency Candidates in a Yearlong Residency And Clemmer College of Education and Human Development and Partner Schools

The purpose of this Memorandum of Understanding is to clearly identify the professional dispositions and behaviors that candidates are to exhibit in their yearlong Residency.

Conduct

While completing the yearlong clinical residency, candidates must conduct themselves in a professional manner. Upon entering the yearlong clinical residency, candidates agree to follow the rules of the school system as well as policies of the Clemmer College of Education and Human Development and East Tennessee State University. Candidates should view this experience as an opportunity to learn from their mentor teacher(s) and to develop and demonstrate their teaching skills. Actions taken and words spoken during clinical residency should be carefully considered, as they will affect both the candidate's residency evaluation and the written/verbal recommendations provided for the candidate by the mentor teacher, university supervisor, school administrators, and the Office of Educator Preparation.

Clinical Residency Placements

Residency placements are made in partnership with the school districts and Clemmer College of Education and Human Development. Candidates are not allowed to request a specific school or mentor teacher. Candidates will be placed with a licensed and experienced mentor teacher in the appropriate grade ranges and licensure. Candidates are also not allowed to request a specific grade level for their

placement.

Attendance

Residency candidates are required to be at their assigned school on the assigned days of the week. It is vital that candidates contact their mentor teacher and University Supervisor immediately if an event occurs that will prevent the candidate from reporting to their placement on time or require the candidate to be absent. The candidate should, at minimum, send one email copying the appropriate stakeholders (mentor teacher, university supervisor) as soon as possible. Candidates who have absences that are not warranted and/or fail to contact their mentor teacher and supervisor may be removed from their placement.

Candidates should submit attendance in two ways: 1. Sign in and out of the building through computerized attendance at the office. 2. Submit weekly attendance in Student Learning & Licensure by Watermark for mentor teacher approval.

Make up Days

During Pre-residency and Residency I, candidates will follow ETSU's calendar and must schedule to make up absence(s) with the mentor teacher and university supervisor. During Residency II, candidates will have absences added to the end of the Residency II placement.

Candidates must coordinate with and receive approval from the mentor teacher and the university supervisor to make up the missed day(s).

Excessive absences due to illness or other extenuating circumstances may interfere with graduation and/or result in a candidate's removal from the residency placement. Candidates in Residency II follow the calendar of the school district rather than ETSU's calendar. (Ex: Fall and Spring breaks are based on the school calendar.)

Tardies/Early Dismissals

Candidates must not be late nor leave early. During residency, candidates must notify their mentor teacher if an event occurs that will prevent the candidate from reporting to their placement on time or leaving early. During Residency II, candidates are expected to adhere to the school mandated arrival and departure times required of the mentor

teachers. Tardies and/or leaving the school early without a valid or approved reason may result in removal from the residency placement and/or a failing grade for Pre-residency, Residency I and/or Residency II. Please note that during Residency II, Candidates are expected to arrive early and depart after established dismissal times.

Seminars

All residency candidates must attend any seminars scheduled during the residency year. The seminars are designed to prepare candidates for his/her Teacher Performance Assessment (edTPA) that is completed during Residency II. Failure to attend the residency seminars will affect the candidate's performance on the Teacher Performance Assessment and will affect the candidate's overall grade for Pre-residency, Residency I, and Residency II. This could also impact their ability to obtain licensure.

Lesson Plans

All residency candidates will follow the Clemmer College Lesson Plan Template. Lesson plans must be submitted at least two (2) teaching days prior to the day the lesson will be taught to provide time for feedback and approval from the mentor teacher and university supervisor. Failure to turn in lesson plans to the mentor teacher and university supervisor at least two days before teaching the lesson can jeopardize the candidate's overall grade for Residency I and II and can result in the candidate not being able to complete the residency placement.

Teacher Performance Assessment

The capstone project for the yearlong residency is the edTPA. This document will be uploaded to Watermark and scored by Pearson. It is the candidate's responsibility to ensure this document is complete and ready to upload by the due date. The candidate will be required to attend all edTPA support seminars. Failure to attend residency seminars will affect the candidate's performance on the Teacher Performance Assessment and their overall grade for Residency I and II; as well as their ability to obtain licensure.

Outside Commitments

During the yearlong residency, candidates are strongly encouraged not to work outside of school. Work or family/personal commitments cannot be excuses for failing to meet the commitments of residency. If commitments become problematic in terms of attendance and performance, the candidate will be given the choice of withdrawing from his/her residency placement or making the personal adjustments necessary to give full attention to the program. Candidates with family/personal commitments should make these commitments known to the Office of Educator Preparation as early as possible.

Dispositions/Professional Behaviors

Residency candidates are expected to follow all rules and policies of the school/school system, Clemmer College of Education and Human Development, and East Tennessee State University, including those pertaining to the Professional Dispositional Skills located in the Residency Handbook. Candidates should assume the role of an adult professional-in-training and behave accordingly. If candidates are unsure of appropriate professional behavior or encounter a problematic situation, the candidate should consult the mentor teacher, university supervisor, or other school personnel as soon as possible for guidance and assistance.

Other Dispositions/Professional Behaviors

- Handle ALL confidential information (student records, etc.) in a professional manner. Do not share information about the school, students, mentor teacher, etc., privately, or publicly with others.
- Refrain from posting residency materials, information, photos, or personal commentary on social networking sites.
- All students are expected to uphold the ETSU Honor Code. If you are not familiar with this statement and with the policy regarding plagiarism, you should review both these documents online and in a current catalog.
- The use of cell phones and other electronic devices not related to instruction is prohibited in the classroom.

Mandatory Reporting

All members of the University community are responsible for compliance

with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. Please go to the following website to find detailed information from the Tennessee Department of Children's Services on how to identify and report child abuse and child sexual abuse: <http://www.tn.gov/youth/childsafety.html> .

University students placed in school districts should proactively ask the residency site for the school's procedures for mandatory reporting and adhere to those reporting structures when possible.

Residency candidates demonstrating inappropriate behaviors and/or dispositions will be subject to removal from their residency placements and, if necessary, dismissal from the Educator Preparation Program at East Tennessee State University.

I understand that I am a representative of Clemmer College of Education and Human Development of East Tennessee State University, a guest in my clinical residency placement (s), and expected to always act in a professional manner. I have read the Memorandum of Understanding and will adhere to the requirements identified therein.

Candidate (print name):

Signature:

Date: _____