

**Memorandum of Understanding
Paraprofessional to Certified Teacher Track
Gordon State College**

**Agreement between the _____ and Gordon State College
with respect to the Paraprofessional to Certified Teacher Track and Exploratory Teaching Experiences**

This agreement is made and entered into this ____ day of ____ 2026 by and between the _____ located in _____ Georgia (hereinafter referred to as the School) and Gordon State College (hereinafter referred to as College). All obligations of the Board of Regents of the University System of Georgia under this agreement will be performed by Gordon College. WITNESSETH, the purpose of this agreement is to establish conditions for Gordon College students to participate in exploratory teaching experiences in the _____.

WHEREAS, the College wishes to place its exploratory teaching students in classroom settings so that exploratory teaching students may gain practical field experience: and,

WHEREAS, the School is willing to accommodate such exploratory teaching students and supervise their activities in a classroom situation,

NOW, THEREFORE, and in consideration of the following mutual promises, covenants, and conditions, it is hereby agreed as follows:

I. Responsibilities of the College

1. The College or its School of Education shall do or cause to be done the following:

- a. Approval of Assignment: The College Administrator with oversight responsibility for Coordinator Exploratory Teaching Experiences (hereinafter referred to as the College Administrator) will communicate with the School through the office of the Superintendent of Schools prior to the placement of any exploratory teaching student in any classrooms in the school. The College Administrator will specify in detail the type of work in which the exploratory teaching student is to engage (internship, practicum, classroom observations, student teaching), the extent of the assignment in terms of time, and the position title of the individual or individuals of the School staff under whose guidance the work is to be done. The College will provide a staff member to coordinate the activities of all exploratory teaching students placed in the School. Students engaged in exploratory teaching experiences will be supervised and evaluated by College Administrators for Exploratory Teaching Experiences and school based educators based on the provisions outlined in the syllabus. The College will provide to the School, as a minimum, the following information about exploratory teaching students: Name, present address, phone number, email address, former work/teaching experience, and courses in major field.
- b. Syllabus: For each Gordon College course that has a field component, a syllabus will be developed and provided to the School and will include the roles and responsibilities of the exploratory teaching student and of the Gordon College faculty and the expectations of the School faculty members and administrators.
- c. Liability Insurance: The School carries no liability insurance providing coverage for candidates participating in exploratory teaching experiences. The Coordinator for Exploratory Teaching Experiences will make available to all candidates participating in exploratory teaching experiences in the School information about the availability of liability insurance.
- d. Responsibility of School Principal: The College Administrator for Exploratory Teaching Experiences shall make known to their personnel and to students placed in exploratory teaching assignments that the school principal is the responsible person in any school and has the right to discontinue any assignment without prior notice.
- e. Removal and Reassignment: The College will remove, reassign, or otherwise address the problems of any student whose work is judged by the supervising teacher and/or building administrator to jeopardize the educational advancement of the class
- f. Background Checks: All College students to be placed in exploratory teaching assignments in the School will be subject to criminal background checks in accordance with state law for all employees. A satisfactory criminal background check must be on file with the School before any college student is placed in a school. The student should provide a copy of the background check to the school. The School will review and decide if there is a problem with the student. The School reserves the right to refuse to allow any person to participate in the program, in its sole discretion, based upon the results of the criminal background check.

II. Responsibilities of the School

1. The School shall do or cause to be done the following:

a. Individual College exploratory teaching students in the Teacher Education Programs of the College will be allowed to observe regular classroom work and other activities of the school staff. Group observations will be permitted but only upon specific prior arrangement between the College Administrator of Field Experiences the office of Superintendent of Schools and the involved school administrator.

b. Participation and Exploratory Teaching

Pre-student teaching laboratory students in the Teacher Education Program may be assigned to specific teachers and specific school situations for professional laboratory experiences and teaching activities upon the prior approval of the appropriate School authorities. The student's desire to be useful in the school is compensation for the opportunity to participate in exploratory teaching experiences. Students will assist administrators and pupils in various activities, but will assume only those responsibilities which the school staff members delegate to them. At all times their activities will be under the direction of the designated responsible teacher or administrator of the school.

c. Responsible Student Teaching

Students will be received for exploratory teaching assignments when such placements have been approved by School officials and by the principals and teachers to whom the students are assigned. Student teachers will be supervised jointly by the cooperating teachers and principals of the School, and by properly designated College supervisors. After a reasonable period of orientation the cooperating teacher will delegate increasing responsibilities to the student teacher as the capacity to carry such responsibility is demonstrated; however, the work of the student teacher shall always be carried on under the immediate supervisor of the regular teacher. In the absence of the regular teacher from the work site, the School will provide a substitute teacher.

d. Right of Refusal of Selected Students

The School has the right to refuse to allow any particular student to participate in a program under this agreement at its discretion.

e. Copies of Agreement

The office of the Superintendent of Schools will provide a properly executed copy of the Agreement to the College Administrator and will also provide a copy to each teaching faculty in which students are placed for exploratory teaching assignments.

f. Cooperating Teachers must have a minimum of three years teaching experience and hold a renewable Professional Level Certification in the content area of the certification sought by the Candidate.

g. Candidates should be allowed observations in appropriate grade bands:

- i. Practicum I (100 hours): PreK- K
- ii. Practicum II (100 hours): 1-3
- iii. Practicum III (100 hours): 4-5
- iv. Internship (600 hours): any grade, K-5

h. Mutual Responsibilities

1. The College and the School will be mutually responsible for the following:

a. Nondiscrimination

Both parties agree that no exploratory teaching students or employees of either the School or the University will be discriminated against on the basis of race, color, religion, sex, national origin, age or disability in any of its educational programs, employment practices, or other services or activities.

b. Authority of School

The supervision of College student activities of whatever type will be administered cooperatively by selected members of the designated school staff and the College. It is expressly understood that no student will be assigned for any experience without provision for guidance of his or her activities by a member of the College. Working relationships between the College staff members and staff members of the School will be developed jointly but final authority for activities in the schools rest with the administration of the School .

c. Right to Limit Students

The number of students to be assigned by the College to the School will be kept within reasonable limits based upon professional criteria, the most important of which is the welfare of the school pupils. In practice the exact number of students to be received at any time will be determined by consultation between the Director of Exploratory Teaching Assignments and the administrative authorities of the School. The School reserves the right to determine, in its sole discretion, the number of students that can be accommodated within the School.

IV. Terms of Agreement

1. The Term of the Agreement shall be for a period of 24 months commencing _____ and terminating on _____ provided, however, that either party may sooner terminate this agreement upon 60 day notice in writing to the other.
2. This Agreement may be modified by mutual consent provided any and all modifications hereto shall be in writing and signed by officials of both institutions.
3. This agreement must be signed for each paraprofessional student in the school building.

V. Further Acknowledgments:

1. The building principal attests that all cooperating teachers meet the guidelines required for serving as cooperating teachers. These guidelines have been provided to the building principal.
2. The building principal and paraprofessional acknowledge receiving documents describing the state requirements for clinical experiences (such as clinical experiences within specific grade levels, and guidelines for the student teaching experience) and agree to fulfill those requirements.

IN WITNESS WHEREOF this agreement was distributed on the date first above written and confirmed on the dates shown below.

Student Name (printed):

Dean, School of Education Date

District or School Designee Date

Paraprofessional Signature Date