



## School of Education

# Partner School Field Placement Agreement

Revised, March 2025

### Purpose

The purpose of the partnership between **Heidelberg University** and **Tiffin City Schools** is to collaborate in the preparation and support of preservice teachers, the professional development opportunities for in-service teachers, and the promotion of high academic achievement of the students in the District's schools. The University and the District agree to work together to support and improve outcomes for teacher candidates, mentor teachers, and students. This partnership agreement clarifies and codifies the responsibilities and processes needed to ensure successful outcomes and to meet requirements set forth by both the Ohio Department of Education and Workforce and the Department of Higher Education.

### Field Experience Descriptions

- A. Introductory Field Experience - Under supervision of the mentor teacher, teacher candidate activities include, but are not limited to: observation of classroom teaching, limited instructional interaction with students, interviews of teachers, principals, and other school personnel, etc. Required time frame: 10-20 hours, depending on course
- B. Intermediate Field Experience - Under supervision of the mentor teacher and University instructor, teacher candidate activities include, but are not limited to: instructional interaction with students including teaching, assessment, and classroom environment support. Required time frame: 50 hours per methods course
- C. Student Teaching Field Experience - Under the supervision of the mentor teacher and University supervisor, student teacher activities include, but are not limited to: responsibility for all Full-time teaching, assessment, and classroom environment support. Required time frame: 16 weeks total (may be divided by licensure area)

### Responsibilities

- A. University responsibilities include but are not limited to:
  - a. Designate a liaison between the District, teacher candidates, and University faculty
  - b. Meet with teacher candidates to explain placement expectations and requirements, including those related to health, safety, and security
  - c. Facilitate transitions in instructional modality of placements if required by state or district orders
  - d. Provide information regarding licensure requirements and program expectations to District administrators and mentor teachers
  - e. Support mentor teachers and teacher candidates through regular communication and supervision of learning experiences both on and off campus
  - f. Provide course instructor guidance, evaluation, and feedback to teacher candidates through course instruction and regular seminars
  - g. Equip University supervisors with training and information to support teacher candidates and mentor teachers
  - h. Track teacher candidates' progress against standards
  - i. Collaborate with mentor teachers and school administrators to solve problems as they arise
- B. District responsibilities include
  - a. Collaborate with University liaison to recruit and select District teachers legally qualified to mentor teacher candidates in specific licensure areas.
  - b. Ensure mentor teachers have time and resources necessary to carry out their responsibilities.

- c. Placement of teacher candidates is under the direction and control of the District superintendent and/or their designee.

**C. Mentor Teacher Responsibilities**

- a. Participate in University mentor teaching training when offered
- b. Orient the teacher candidate to the culture of the school community
- c. Model leadership competencies and articulate leadership choices to the candidate
- d. Facilitate/design opportunities for completion of experience activities
- e. Collaborate with teacher candidate to complete experience requirements during instructional modality transitions resulting from state and/or district orders
- f. Coach skill development
- g. Encourage and involve teacher candidate in problem solving
- h. Observe and evaluate candidate performance
- i. Provide constructive feedback to teacher candidate based on observations and student data
- j. Provide opportunities for candidate to reflect upon and improve practice
- k. Communicate with University liaison, supervisors, and faculty

**D. Teacher Candidate Responsibilities**

- a. Abide by the policies and procedures of both the District and the University
- b. Secure appropriate permissions for assessment requirements such as the edTPA
- c. Secure appropriate state pre-service teaching permit and/or temporary substitute license
- d. Follow District and District curriculum and instructional goals and objectives
- e. Collaborate with mentor teacher to complete specific experience requirements
- f. Communicate and collaborate with other teachers, administrators, and school personnel to meet the needs of students
- g. Demonstrate appropriate personal and professional dispositions
- h. Create and maintain positive relationships with students and their families
- i. Facilitate a positive classroom environment
- j. Improve instructional practices based on self-reflection of performance, student achievement data, and mentor teacher and University supervisor evaluations
- k. Collaborate with mentor teacher and University supervisor on final evaluation of student teaching

**E. Mutual Responsibilities**

- a. Both parties agree to inform the other of changes in policy, procedures, and schedules.
- b. Both parties agree to periodically meet to discuss current student and community needs, teacher support, curriculum goals/policies, and research-backed instructional practices.
- c. Both parties agree to monitor teacher candidate performance and take action to ensure student achievement and well-being when necessary.

**Signatures of Agreement**

This agreement is entered into by **Tiffin City Schools** located in Seneca County, Ohio, and **Heidelberg University**, located in the city of Tiffin, Seneca County, Ohio and remains in effect from the date signed by the District until otherwise determined by either party.

**Tiffin City Schools**

Jerry Madew, Superintendent  
District Representative Name, Title

Jerry Madew  
Signature

3/13/25  
Date

**Heidelberg University**

Dawn Henry

Dawn Henry, Ed. D.  
Director, School of Education

March 10, 2025