

Memorandum of Understanding Between Clinical Teaching Candidates And The College of Education & Partnership Schools

The purpose of this Memorandum of Understanding is to clearly identify the professional dispositions and professional etiquette Teacher Candidates are to follow while in their Clinical Teaching Semester. Clinical Teaching Candidates should be aware of the following related to completing his/her Clinical Teaching Semester successfully. Refer to the Clinical Teaching Handbook for additional information.

Conduct

While completing the Clinical Teaching Semester, teacher candidates must conduct themselves in a professional manner. Upon entering the Clinical Teaching Semester, candidates agree to follow the rules of the school system as well as policies of the College of Education and the University of Memphis. Candidates should view this experience as an opportunity to learn from their MT and to demonstrate their teaching skills. Actions and words during the Clinical Teaching Semester should be carefully considered, as they will affect both the Clinical Teaching Semester evaluation and the written/verbal recommendations given for the teacher candidate by the Mentor Teacher (MT), Clinical Supervisor, school administrators, and the Office of Teacher Education and Clinical Practice. **Clinical teaching candidates demonstrating performance, behaviors and/or dispositions unbecoming a University of Memphis teacher candidate will be subject to removal from their Clinical Teaching placement and, if necessary, the Teacher Education Program at the University of Memphis.**

Clinical Teaching Placements

Placements are made in conjunction with the school districts and identified partner schools. Candidates are not allowed to request or locate a Clinical Teaching placement.

Grade/Subject Preference:

Clinical Teaching candidates will be placed with a licensed and experienced MTs in the appropriate licensure area and grade range. Candidates will not be allowed to request a specific grade level placement.

Attendance

During the Residency I semester, teacher candidates will be allowed 2 excused absences and will make up all days over 2 and all unexcused absences. During the Residency II/clinical teaching semester, teacher candidates will be allowed 5 excused absences and will make up all days over 5 and all unexcused absences. Excused absences include but are not limited to extenuating circumstances related to COVID and other illnesses, emergencies, death in the family, etc.

Clinical Teaching Candidates are required to be at their assigned school on the assigned days of the week. Every effort should be made to be at the school. It is vital the candidate contacts his/her MT and Clinical Supervisor immediately, if an event occurs that will prevent them from being on time or absent. Candidates who have absences that are not warranted and/or fail to contact their MT and Clinical Supervisor will have their clinical teaching placement cancelled.

Seminars:

Clinical Teaching Candidates must attend their seminars during the Clinical Teaching Semester. The seminars are designed to prepare the teacher candidate for his/her edTPA (Teacher Performance Assessment) Capstone Teaching Event

that is completed during Clinical Teaching Semester. The seminars are mandatory and failure to attend the seminars will affect your performance and can lead to removal from the clinical teaching placement.

Make-up days:

If a candidate has to miss for extenuating circumstances, he/she must schedule to make up the day at the end of the clinical teaching placement. Coordination and approval from the MT and the Clinical Supervisor to make up the missed day(s) is required. Excessive absences (6 or more) due to illness or other extenuating circumstances may result in a candidate's Clinical Teaching Semester being cancelled and rescheduled. Please note that Teacher Candidates in the Clinical Teaching Semester follow the calendar of the School District (i.e. spring break) rather than the University's calendar.

Tardies/Leaving School Early:

Tardies and leaving the partner school early are not permitted. Clinical Teaching Candidates are expected to arrive early and depart beyond established dismissal times. Likewise, candidates should plan, if warranted, to remain at the school beyond the required dismissal time of their MT. It is possible, depending on the practice of the MT, candidates will be expected to arrive at least 30 minutes early and leave at least 30 minutes beyond the dismissal time for teachers. Candidates cannot avail themselves of the MT's expertise and assistance unless extra time is spent at the school. Please discuss with your MT her/his expectations about time of arrival and dismissal.

Lesson Plans

Clinical Teaching candidates will follow the adopted lesson plan format. Lesson plans must be submitted at least two (2) teaching days prior to the day the lesson will be taught in order to provide time for feedback and approval from the MT. Failure to turn in lesson plans to the MT at least two days before teaching the lessons in question will jeopardize the candidate's continuance in his/her clinical teaching placement. During the Clinical Teaching Semester lesson plans should be fully developed (long version) until the MT and Clinical Supervisor agree the candidate can use the short version of lesson planning. Please note all lesson plans associated with the edTPA must be fully developed (long version), including all materials and assessments. Candidates must submit a fully developed (long version) lesson plan for formal evaluations as well.

Social Media

Candidates should refrain from posting comments about their Clinical Teaching Semester, pictures of MTs, students or events at their placement school. In addition, candidates are cautioned to remove any inappropriate pictures or commentary on their personal social media sites. Candidates should make all social media accounts private during their Clinical Teaching Semester. Other postings on your social media sites (i.e. Facebook, Twitter, Instagram) deemed inappropriate or unprofessional can lead to a disqualification hearing and removal from the Clinical Teaching Semester.

Outside Commitments

Work or family/personal commitments cannot be excuses for failing to meet the commitments of the Clinical Teaching Semester. If commitments become problematic in terms of attendance and performance, the candidate will be given the choice of withdrawing from their Clinical Teaching Semester 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 Teacher Education and Clinical Practice as early as possible.

Professional Dress

You are required to dress in professional attire. You must adhere to the dress code at your assigned school. You represent the University and your attire should not be too casual regardless of what the teachers in the school are allowed to wear.

Professional Requirements for the Clinical Teaching Semester

- Participate fully in assigned classroom under the direction of your MT. Be an active participant in the classroom. The Clinical Teaching Semester is not an observation experience; it is a hands-on, actively participating experience. Candidates are encouraged to volunteer, express a desire to assist their MTs and assume full teaching responsibilities (i.e. all planning) during the Clinical Teaching Semester.
- Demonstrate professional behavior, attitude & dress.

- Complete all tasks, assignments, and lessons in a timely manner. Late work will not be accepted.
- Collaborate with MT on all lessons/activities associated with course assignments and/or requests from MT.
- Initiate conversations with MT and University Supervisor about your successes and issues that arise. Soliciting advice is needed to be successful.
- Handle ALL confidential information (student records, etc.) in a professional manner. Do not SHARE information about the school, students, MT, etc. privately or publicly with others (including other teacher candidates).
- Adhere to all deadlines related to the Clinical Teaching Semester.
- Attend all scheduled meetings during the Clinical Teaching Semester.
- When using information or materials whose sources are from published text, the Internet, or other educators, appropriate citations must be included in lesson plans, edTPA or other written materials produced during the Clinical Teaching Semester. Failure to include citations will result in a Retention Committee Hearing. Please note a candidate copying another person's edTPA will be dismissed from the Teacher Education Program.
- If a candidate does not receive passing scores on two or three of the edTPA tasks on the first attempt, the candidate will be responsible for paying for the retake/rescoring fees directly to Pearson.

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Between
Clinical Teaching Candidates
And
The College of Education**

I understand I am a representative of the College of Education at the University of Memphis, a guest in my Clinical Teaching school and expected to act in a professional manner at all times. I have read the Memorandum of Understanding and the Clinical Teaching Handbook and I will adhere to the requirements identified therein.

Candidate (print name): _____

Signature: _____ Date: _____
