



Participant Memorandum of Understanding

Revised Summer 2018

Introduction

This agreement formally recognizes the relationships and expectations of the Urban Teacher Preparation Academy (UTPA) and the individuals who are selected to participate in the UTPA.

Purpose and Course of Action

The UTPA was created to offer a more focused preparation for teacher candidates who desire to teach in an urban setting by providing an urban clinical experience and a three-year induction experience during the first three years of employment with OKCPS.

Responsibilities of Each Partner

As a UTPA participant I will:

1. Commit to completing the UTPA to the best of my ability, with the understanding that the UTPA is a four year commitment (internship year and years 1-3 of early career).
2. Attend various events that fall on dates/times outside of the traditional University calendar as well as the traditional workday hours such as in-service professional development sessions, faculty meetings, parent-teacher conferences, student programs, Touchback Days, and other events sponsored and/or supported by the UTPA.
3. Participate in Spring and Summer UTPA activities, such as the induction event and the Summer Book Study.
4. Complete coursework and certification tests required for degree completion.
5. Participate in all assessments and surveys conducted by the UTPA.
6. Seek employment in Oklahoma City Public Schools during or upon completion of internship (16 weeks) by creating a profile on the OKCPS district job board and submitting applications for available jobs by October and/or March, depending on semester.
7. Conduct myself in a manner consistent with the University's Code of Ethics for Teacher Candidates.

Touchback Attendance Policy:

In order to qualify for financial stipends each semester, cohort members are required to attend an induction event, the summer book study, monthly touchback meetings & end of semester touchback celebrations (December & May) during their student teaching semester .

- Cohort members must be in attendance for all regularly scheduled meetings and should contact their IHE representative in advance regarding absences.
- Exceptions to this will be evaluated by the Executive Board on a case-by-case basis.
- If a student has a course schedule conflict they may still be a member of the cohort, but their stipend will be prorated based upon their attendance at monthly meetings.
- Requests to consider an absence as excused must be submitted in writing via email to the higher education UTPA coordinator for that institution.
- Stipends will be prorated based on attendance, taking excused absences into account.
- Stipends will not be awarded to candidates who do not fulfill the job application requirements as stated above.
- Spring Interns are welcome to attend the Fall touchback meetings for free dinner and conversation prior to their student teaching semester (stipend not available).

Summer Book Study Attendance Policy:

Interns are required to participate in a summer book study prior to or immediately following their student teaching semester.

- Requests to consider an absence as excused must be submitted in writing via email to the higher education UTPA coordinator for that institution.

The University will:

1. Provide oversight and guidance of all aspects of the UTPA.
2. Provide a program coordinator and/or director of the UTPA to serve as the lead person for the initiative and as a liaison.
3. Select an appropriate mentor/cooperating teacher in the candidate's subject area/grade level.
4. Provide a university-based supervisor to supervise progress for all UTPA Candidates during student teaching.
5. Collect assessment data and evaluation of the UTPA candidates and on the program as a whole.
6. Conduct professional development for UTPA candidates.
7. Publicize the UTPA throughout each respective University
8. Actively recruit and solicit applications for each new cohort
9. Identify and finalize all Student Teacher placements
10. Communicate all UTPA programs, events and activities to current UTPA participants, observing teachers, mentors and alumni

Oklahoma City Public Schools will:

1. OKCPS will provide recruiting preference to UTPA candidates who successfully complete the program during their internship.
2. OKCPS will facilitate student teaching intern placements in partnership with IHEs.
3. OKCPS will facilitate administrator and mentor communications regarding the role of UTPA candidates on their campus.
4. OKCPS will ensure that district representatives are supportive regarding UTPA professional development initiatives and placement.

The OKCPS mentor teacher:

1. Must be traditionally certified through a university educator preparation program and in at least year 4 of their teaching career. Exceptions may be sought and approved by IHE rep. on UTPA Executive Board on a case by case basis.
2. Must adhere to respective IHE internship requirements.

Failure of the candidate to meet the basic requirements set forth in this MOU may result in removal from the UTPA.

UTPA Candidate printed name: _____

Signature: _____ Date: _____

Dr. Kim Pennington

UTPA Coordinator

University of Central Oklahoma

Signature: _____ Date: _____

Dr. Vickie Hinkle

UTPA Coordinator

Mid-America Christian University

Signature: _____ Date: _____

Dr. T. Elon Dancy II

UTPA Coordinator

University of Oklahoma

Signature: _____ Date: _____

Dr. Adrienne Redmond-Sanogo

UTPA Coordinator

Oklahoma State University

Signature: _____ Date: _____

Ms. Anne Swan
Human Resources
Oklahoma City Public Schools

Signature: _____ Date: _____