

**OKLAHOMA STATE UNIVERSITY  
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is an agreement among the following parties: Oklahoma State University Professional Education Program (called the "University"), the School to which the Student is assigned, and the Student. As the Student enters into student teaching (called the field experience), the Student acknowledges her/his responsibilities and agrees to the following:

- A. The Student will read and adhere to School and University policies, procedures, programs, and operating standards. Examples may include but are not limited to the following: rules for hours of School operation and necessary absences, monthly and narrative reports, and continuity of services during University holidays, as planned in advance with the Office of Professional Education.
- B. The Student will be under the direction and supervision of the School and University representatives during the field experience and agrees to follow all reasonable and lawful directions from School officials. The Student should expect to prepare for multiple teaching tasks with appropriate lesson plans.
- C. The Student will complete all documentation required by the University for the field experience activities.
- D. The Student will prepare and participate in regular evaluation conferences and seminars, as required by the University or School.
- E. The Student has the responsibility to act professionally and ethically while maintaining confidentiality.
- F. The Student is responsible for his/her own health, accident, automobile, and professional liability insurance, as these are not provided by the University or School. If the School has special health requirements (i.e. workshops), the Student is expected to meet the requirements of the School.
- G. If the Student misses more than two days of the field experience, additional days may be added to the field experience.
- H. The Student is not an employee of the School or the University; therefore, is not entitled to financial remuneration during the field experience unless otherwise arranged by the School and Student under the laws of the State of Oklahoma. The Student may be hired to substitute teach after the tenth week of the field experience in the classroom where the Student is assigned.
- I. Travel to and from the field experience placement is the responsibility of the Student.
- J. If the Student does not perform satisfactorily during the field experience, the University may remove the Student from the School and terminate the field experience for that semester.
- K. The Student does not have any convictions, outstanding criminal charges or warrants of arrest pending against him/her in Oklahoma or in any other state jurisdiction.
- L. The Student may not request or be placed in a school where their children attend, a relative is employed, or they have developed a personal relationship with an employee of the school. In addition, they may not request a school system from which they have attended.
- M. Some districts require drug tests of their employees. Therefore, the student may be asked to participate in random drug testing. Failure to comply with such a request or testing positive for any illegal substance will result in termination of the internship.

I have read the Memorandum and agree to abide by the stated policies. In addition, I understand that if I do not meet all student teaching requirements, or if I provide false information, I will not be allowed to student teach. The information I have provided on my student teaching application is accurate and true to the best of my knowledge. I hereby request permission to student teach and authorize OSU to release any of the information I have provided, including transcripts, to school districts requesting it.

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Student Signature

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Student Name (Please Print)

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Date

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Oklahoma State University PEU or Program Representative Signature

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Date