

**Memorandum of Understanding
Between
Residency Candidate
and
Clemmer College of Education and Human Development and Partner Schools**

The purpose of this Memorandum of Understanding is to clearly identify the professional dispositions and behaviors that candidates are to exhibit in their yearlong residency.

Conduct

While completing the yearlong residency, candidates must conduct themselves in a professional manner. Upon entering the yearlong residency, candidates agree to follow the school system's rules and policies of the Clemmer College of Education and Human Development and East Tennessee State University. Candidates should view this experience as an opportunity to learn from their mentor teacher(s) and to develop and demonstrate their teaching skills. Actions taken and words spoken during residency should be carefully considered, as they will affect both the residency evaluation and the written/verbal recommendations provided for the candidate by the mentor teacher, Pre-Residency, Residency I and II supervisors, school administrators, and the Office of Field Experiences and Residency.

Residency Placements

Placements are made in partnership with the school districts and Clemmer College of Education and Human Development. Residency candidates are not allowed to request a specific district, school, or mentor teacher. Candidates will be placed with a licensed and experienced mentor teacher in the appropriate licensure area and grade ranges of their planned license. Candidates will not be allowed to request a specific grade level placement.

Attendance

Residency candidates must be at their assigned school on the week's assigned days. It is vital that the candidate email the mentor teacher and copy the Pre-Residency, Residency I, or Residency II supervisor immediately if an event occurs that will prevent the candidate from being on time or require the candidate to be absent. In addition to emailing all stakeholders, candidates should document any absences and the reason for the absence in Student Learning & Licensure by Watermark. A doctor's note is required for more than two consecutive days of absences. Candidates should attach a copy of the doctor's note in Student Learning & Licensure by Watermark. Candidates who have absences that are not warranted and/or fail to contact their mentor teacher and supervisor may be removed from their placement.

Make-up Days

During Residency I, candidates will follow ETSU's calendar. Residency I candidates must schedule to make up absence(s) with the mentor teacher and the supervisor. Candidates in Residency II follow the calendar of the School District rather than ETSU's calendar. (Ex: Fall and Spring breaks are based on the school calendar.) Residency II candidates will have absences added to the end of the Residency II placement. Candidates must coordinate with and receive approval from the mentor teacher and the Residency II supervisor to make up the missed day(s). Excessive absences due to

illness or other extenuating circumstances may interfere with graduation and/or result in a candidate's removal from the Residency placement.

Tardies and Leaving School Early

During Pre-Residency and Residency I, candidates are required to email their mentor teacher and supervisor if they are going to be late during a time they have scheduled to be in their placement. If candidates need to leave early on a scheduled time in their placement, they should get permission from their mentor teacher and email their university supervisor. During Residency II, candidates are expected to adhere to the school mandated arrival times required of the mentor teacher. Candidates must not be late nor leave early. Tardies and/or leaving the school early without a valid or approved reason may result in removal from Residency and/or a failing grade for Residency II. Candidates are required to email their mentor teacher and supervisor if they are going to be late to their placement. If candidates need to leave their placement early, they should get permission from their mentor teacher and email their university supervisor. Please note that during Residency II, it is common for candidates to arrive early and depart after established dismissal times.

Seminars

All residency candidates must attend any seminars scheduled during the semester. The seminars are designed to prepare the candidate for his/her Teacher Performance Assessment (edTPA) that is completed during Residency I and Residency II. Failure to attend the residency seminars will affect the candidate's performance on the Teacher Performance Assessment (edTPA) and will affect the candidate's overall grade for Residency I and/or II. This could also impact their ability to obtain a teaching license

Lesson Plans

All residency candidates will follow the Clemmer College of Education and Human Development Lesson Plan Template from your program of study when being observed by their university supervisor. Candidates may use a mentor teacher approved lesson plan for observations completed by their mentor teacher. Lesson plans must be submitted to their mentor teacher and/or supervisor at least two (2) school days prior to the day the lesson will be taught in order to provide time for feedback and approval from the mentor teacher. Failure to turn in lesson plans to the mentor teacher and/or supervisor at least two days before teaching the lesson in question can jeopardize the candidate's overall grade for Residency I and II and can result in the candidate not being able to complete the Residency II placement.

Teacher Performance Assessment

The capstone project for Residency I and II is the edTPA. This document will be uploaded to Student Learning & Licensure by Watermark and scored by Pearson. It is the candidate's responsibility to ensure that this document is complete and ready to upload by the due date. Candidates will be required to attend all edTPA support seminars. Failure to attend the Residency I and II seminars will affect the candidate's performance on the Teacher Performance Assessment (edTPA) and their overall grade for Residency I and II, as well as their ability to obtain a teaching license.

Outside Commitments

During Residency II, candidates are strongly encouraged not to work outside of school. Work or family/personal commitments cannot be excuses for failing to meet the commitments of Residency I and Residency II. If commitments become problematic in terms of attendance and/or performance, the candidate will be given the choice of withdrawing from his/her residency placement or adjusting their personal commitments to give full attention to their residency program. Candidates who have family/personal commitments that could interfere with residency should make these commitments known to the Office of Field Experiences and Residency as early as possible.

Other Dispositions/Professional Behaviors

- All candidates are expected to obtain a copy of the school and/or district student and teacher handbooks to identify and adhere to the policies related to dress code and physical appearance (e.g., hair color, piercings, tattoos, etc.)
- Handle ALL confidential information (student records, etc.) in a professional manner. Do not share information about the school, students, mentor teacher, etc., privately or publicly with others.
- Refrain from posting residency materials, information, photos, or personal commentary on social networking sites.
- All students are expected to uphold the ETSU Honor Code. If you are not familiar with this statement and with the policy regarding plagiarism, you should review both these documents online or in a current catalog.
- The use of cell phones and other electronic devices not related to instruction is prohibited in the classroom

Residency candidates demonstrating inappropriate behaviors and/or dispositions will be subject to removal from their residency placements and, if necessary, dismissal from the Educator Preparation Program at East Tennessee State University.