

## MEMORANDUM OF AGREEMENT

### Educational Administration Program Field Experiences

This Memorandum of Agreement is entered into by and between Western Washington University, hereinafter referred to as the "University" and the Arlington School District 16, hereinafter referred to as the "District," for the purpose of providing cooperative arrangements for field experiences of interns in Educational Administration programs delivered by the Woodring College of Education.

#### I. NATURE OF FIELD EXPERIENCES

- a. Field experiences are anticipated to be the length of a contract year of a District building administrator for interns preparing for a Principal role; and the length of six quarters for interns preparing for a Superintendent role. The intern must log, at minimum, the number of hours specified for field placement in WAC 181-78A-325 as it now exists or is hereinafter amended.
- b. Field experiences shall include a range of experiences, accumulated throughout the year, and calculated to develop the skills and competencies defined in WAC 181-78A-270 and in the Internship Planner for the applicable role, as they now exist or are hereinafter amended.

#### II UNIVERSITY PROVIDES THESE ASSURANCES:

- a. Fingerprint and character clearance required under RCW 28A.410.010 will be current at all times during the field experience unless the candidate is an employee of the District and has completed a record check for employees in accordance with RCW 28A.400.303.
- b. Candidates will not be placed in settings in which personal relationships or previous experiences could interfere with the objective evaluation of candidates.
- c. The internship field experience will include ongoing observation and consultation by a University supervisor. The University supervisor will be a current faculty member or authorized adjunct faculty in the Educational Administration program of Woodring College and an experienced public school administrator. Duties of the University supervisor include:
  - i. Coordination of activities and experiences for intern as detailed in the Internship Plan.
  - ii. Advisement concerning program completion and specific activities delineated in the intern's Self Assessment document.
  - iii. Mediation and advisement concerning any programmatic or internship concerns that may arise.
  - iv. Periodic face-to-face visits with the intern.

#### III. DISTRICT PROVIDES THESE ASSURANCES:

- a. The internship field experience will include ongoing supervision and mentoring by a District cooperating administrator. The District cooperating administrator will have a minimum of three years successful experience as a public school administrator and be an employee of the District in good standing. Duties of the District cooperating administrator include:

- i. Coordination of intern's activities and experiences in keeping with standards applicable to the role of the intern, and related strands.
  - ii. Feedback to intern on activities specified as leading to relevant skills and competencies.
  - iii. Serve as a model and mentor to the intern.
  - iv. Coordination of district-wide activities pursuant to standards applicable to the role of the intern, and the Internship Plan.
- b. The intern will be an employee of the District for the duration of the field experience.

**IV. IT IS MUTUALLY AGREED THAT:**

- a. This Memorandum of Agreement does not provide for the payment of any fee or remuneration by either party to the other but is intended to be of mutual benefit to both parties.
- b. Each party shall hold the other party, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees arising out of injuries and damages caused by each party's own negligence.
- c. Each party shall provide a Certificate of Insurance or statement of self insurance evidencing: Commercial General Liability insurance written on an occurrence basis with limits of no less than \$1,000,000 combined single limit per occurrence for personal injury, bodily injury, and property damage.

This Memorandum of Agreement shall become effective when signed by all parties and shall remain in effect until thirty (30) days after written notice of a desire to terminate by either party.

**IN WITNESS WHEREOF**, this Memorandum of Agreement has been executed by and on behalf of the parties upon approval of their designated representatives.