



THE MASTER'S UNIVERSITY

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT is entered into by and between **The Master's University** (hereinafter called **the University**) and **William S. Hart Union High School District** (hereinafter called **the District**).

It is mutually agreed between **the University** and **the District** as follows:

1. The **TERM** of the agreement is from **February 23, 2018** through **February 23, 2023**.
2. **The District shall provide to University students** teaching experience through observation, fieldwork and student teaching in schools and classes of the District. Such observation, fieldwork and student teaching shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District and the University as their duly authorized representatives may agree upon.

The District may, for good cause, refuse to accept any student of the University assigned to the District, and upon request of the District, made for good cause, the University shall terminate the assignment of any student of the University who is assigned to the District.

"Observation" as used herein and elsewhere in this agreement refers to undergraduate students spending up to 12 hours of observation and/or (at the discretion of the teacher) participation in a classroom per semester, to observe professional teaching and to continue to evaluate their own ability and desire to teach.

"Fieldwork" as used herein and elsewhere in this agreement refers to University teaching credential candidates spending three to four hours per day, four days per week (Monday – Thursday) for seven weeks in assigned classrooms under the direct supervision and instruction of employees of the District during the Fall semester. The candidates will assist teachers and pupils. Specific assignments for University program classes are dependent upon work in the placement classroom. Candidates will plan a sequence of lessons, and teach individuals, small groups, or whole class in the class where they are assigned near the end of placement. Multiple subject candidates typically complete one seven-week placement in a primary grade classroom and one seven-week placement in an upper grade classroom. Single subject candidates typically complete one seven-week placement in a junior high school and one seven-week placement in a high school.

“Student Teaching” as used herein and elsewhere in this agreement refers to University credential candidates actively participating in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District. Student Teaching placements are full days, five days per week, for eight weeks in the Spring semester. Multiple subject candidates typically complete one eight-week student teaching placement in a primary grade classroom and one eight-week placement in an upper grade classroom. Single subject candidates typically complete one eight-week placement in a junior high school and one eight-week placement in a high school.

It is preferable for University students to complete student teaching placements in the same classrooms and with the same teachers as their fieldwork placements.

Employees of the District providing supervision to University students in their classrooms are herein and elsewhere in this agreement referred to as “Master Teachers”, and must meet minimum qualifications for Master Teachers as specified by the California Commission on Teacher Credentialing (CCTC). Specifically, Master Teachers must hold a Clear Credential in the content area for which they are providing supervision and have a minimum of three years of content area K-12 teaching experience. In addition, Master Teachers must have demonstrated exemplary teaching practices as determined by the employer and the University. The University will provide Master Teachers with a minimum of 10 hours of initial orientation to the University teacher preparation program and best practices of effective candidate supervision. Per the CCTC, the matching of candidate and Master Teacher must be a collaborative process between the District and the University. The University will follow procedures the District deems acceptable in order to place students appropriately.

3. The **SERVICES FOR PAY** to be provided by the District to the University shall not exceed two 7-week Fieldwork placements for the Fall semester or two 8-week Student Teaching placements for the Spring semester per University student. The University will pay the following honorariums for Master Teachers, payable to the District:

- \$400 per University student for a 7-week Fieldwork placement (Fall semester).
- \$500 per University student for an 8-week Student Teaching placement (Spring semester).

Additionally, the University shall pay a \$50 honorarium for any Master Teacher who attends any scheduled training session provided by the University at the University campus. Typically, two such sessions are scheduled per school year in the Fall semester.

No payment shall be made by the University to the District for observation placements.

4. In the event a University student's Fieldwork or Student Teaching placement is terminated for any reason, the District shall receive full payment for the placement unless the following conditions occur:

- A. The placement is terminated prior to the first day of the scheduled placement. In such cases, the District will not receive any payment for the placement.
- B. The placement is terminated after the first day of the scheduled placement but by the end of the midpoint day of the term of the placement. In such cases, the District shall receive payment equivalent to half the scheduled stipend amount.

5. If a student is assigned by the University to another teacher of the District after placement has begun, this shall be considered for payment purposes an entirely new and separate placement.

6. Within a reasonable time following the start of each semester, the University will provide a final list of University students placed in the District and their associated Master Teachers.

7. Within a reasonable time following the close of each placement according to the schedule of the University, the University shall send the honorarium payment to the District Office for all placements completed.

8. The University will ensure that each student placed in District classrooms for Fieldwork and Student Teaching placements holds a valid CTC Certificate of Clearance and a negative TB test report.

9. All workers' compensation insurance shall be at the cost of the District and all premiums therefore shall be paid by the District.

10. The Trustees of The Master's University, The Master's University, their officers, agents and employees shall be responsible for damages caused by the negligence of its officers, agents, and employees occurring in the performance of this agreement. The District, their officers, agents and employees shall be responsible for damages caused by the negligence of its officers, agents, and employees occurring in the performance of this agreement. It is the intention that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence, active or passive, of their respective officers, agents and employees.

11. Other than as indicated herein to assist with subsequent performance of this agreement (see e.g. paragraph 2), this document constitutes the entirety of the agreement between the University and the District, and supersedes any previous and contemporaneous or oral representations, statements, negotiations, memoranda, or agreements.

12. If any provision of this agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this agreement, such provision shall be fully severable.

13. This agreement shall be governed by, interpreted, and enforced in accordance with the laws of the State of California. For purposes of any dispute that arises under this agreement or any proceeding arising under this agreement, the parties hereby submit to and consent to the jurisdiction of the State of California, and agree that such litigation shall be conducted in the courts of Los Angeles County, California.

14. The failure to exercise any right under this agreement shall not operate as a waiver of such right.

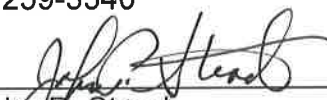
15. This agreement may be modified only by written mutual agreement of the parties to this agreement, by persons with authority to make such modification.

16. This agreement shall become effective upon signing by all parties, as of the date indicated below.

17. Each of the persons signing this agreement on behalf of an entity-party represents that he or she has authority to sign on behalf and to bind such entity-party.

Date: _____

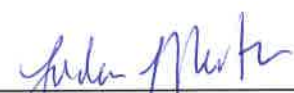
The Master's University
21726 Placerita Canyon Road
Santa Clarita, CA 91321
(661) 259-3540



Dr. John P. Stead
Senior Vice-President; Provost

William S. Hart Union High School District
21380 Centre Pointe Pkwy.
Santa Clarita, CA 91350
(661) 259-0033

School Representative



Dr. Jordan J. Morton
Dean, Pearl S. Wismer School of Education

Title