



**FIELD EXPERIENCE, STUDENT TEACHING, PRACTICUM, AND INTERNSHIP
AGREEMENT
(Academic Years 2025-2028)**

**in accordance with the Iowa Administrative Code, 281-79.1(256), Standards for
Practitioner and Administrator Preparation Programs**

An agreement between Buena Vista University ("BVU"), Storm Lake, Iowa, its affiliated
Extended University Programs, and

("Cooperating School") concerning the obligations of each party participating in all field
experiences, practicums, and student teaching. Buena Vista University is an Equal
Opportunity/Americans with Disabilities Act/Smoke-Free Employer.

It is agreed that the following considerations shall serve as the basis for a working agreement
between the two participating institutions of this program:

SECTION I

**FIELD EXPERIENCE GUIDELINES IN PRE-SERVICE TEACHER EDUCATION,
STUDENT TEACHING, & GRADUATE-LEVEL LICENSURE ENDORSEMENTS
(PK-12)**

Buena Vista University agrees to the following:

1. To assign only those education students who have satisfactorily completed the necessary academic and professional training program appropriate to the experience.
2. To share expectations of student teaching and field experiences with the education students and the cooperating teachers. Additionally, BVU School of Education will respond to specific needs of cooperating districts/schools about the experiences encountered, meeting program guidelines and/or related requirements of the field experience.
3. To coordinate the assignment of education students recommended by the BVU School of Education, subject to the designated district/accredited school approval which shall not be unreasonably withheld, to specific cooperating teachers by submitting tentative assignments to the appropriate school administrator. Cooperating teachers should demonstrate skills, knowledge, and dispositions of highly accomplished practitioners.

Cooperating teachers must be properly endorsed and approved in the area in which the BVU education student is placed. Cooperating teachers must have teaching experience in the area of placement (3 years is preferred).

4. To provide to each cooperating teacher/or participating school district/accredited school an honorarium for supervision of a student teacher. District administrators may determine to whom the honorarium is paid by indicating within the space provided on the last page of this agreement. The honorarium will be paid within 30 days after the completion of the student teaching experience, provided the cooperating teacher has submitted a W-9 to the Student Professional Experiences Coordinator or Education Coordinator/Advisor, or if BVU holds a current copy. Cooperating teachers for field experiences other than student teaching are not paid an honorarium.
5. Buena Vista University will provide university supervisors for student teachers. The university supervisors observe in the cooperating schools and hold individual and joint conferences with student teachers and cooperating teachers to determine areas of improvement, develop and implement plans for improvement, and determine final evaluation of the student teacher.
6. Compensation for the cooperating teacher when a student teacher is withdrawn prior to the half-way (mid-term) of the student-teaching experience shall be one-half the amount in the appropriate provision above. Compensation for a student teacher who completes more than one-half of the student-teaching experience shall be the full amount.
7. When necessary, multiple cooperating teachers may be assigned to work with one student teacher. The full compensation amount will be provided to each cooperating teacher given direct responsibility for providing guidance and assistance.
8. The designated district/accredited school personnel may indicate to whom the honorariums are to be disbursed within the district/accredited school.
9. BVU and teacher education students/student teachers may be exposed to confidential information (i.e. student records and potentially even personnel records) during field experience placements or student teaching, and BVU and teacher candidates/student teachers agree to keep information they are exposed to confidential as required by law. The district has the right to request the teacher education student's/student teacher's signed copy of the BVU Teacher Education Program's Confidentiality Statement.
10. BVU and Cooperating District/School each agree to indemnify and hold harmless the other from and against all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.
11. The BVU teacher education students/student teachers may record class sessions. The focus of the recordings will be the BVU teacher education student/student teacher, not the PK-12 students. Only students who have a photo release on file with the school district

will be visible in the recordings. Video recordings will be shared exclusively with university faculty and staff, class participants, and cooperating teachers for learning purposes.

12. The BVU teacher education students complete a background check prior to their first field experience, and then once more prior to student teaching.

Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

The Cooperating School agrees to the following for BVU teacher education field experiences (other than student teaching):

1. The guidelines and requirements in the *handbook, appropriate to the field experience provided to the district by BVU, will be followed.
2. To utilize education students in capacities approved by the BVU School of Education as stated in the BVU field experience *handbook appropriate to the field experience provided to the cooperating teacher by BVU. *Handbooks are also available upon request of the district. The BVU School of Education personnel must approve any changes in the original assignment of the education students. The teacher education students (pre-student teaching) are not to be used as substitute teachers when in the process of completing BVU School of Education-required field experiences.
3. To always provide supervision of the teacher education students by certified personnel during the field experience.

The Cooperating School agrees to the following for BVU student teaching experiences, specifically:

1. Arrange for the student teachers to teach an entire block or unit of work in which they will do all the planning and teaching.
2. Provide time for the student teacher and cooperating teacher to collaborate with the university supervisor.
3. Place student teachers in full control of groups only after they have demonstrated readiness and careful planning with the cooperating teacher and the university supervisor.
4. Allow the student teacher to bear primary responsibility for planning and instruction within the classroom for the minimum requirement of two weeks according to the appropriate student teaching *handbook as indicated by the mutually agreed upon placement and the *handbook appropriate to the field experience provided to the district by BVU.

5. Assist the student teacher in becoming knowledgeable about the Iowa Teaching Standards and to provide a mock evaluation performed by the cooperating teacher or a person who holds an Iowa evaluator license.
6. Involve the student teacher in communication and interaction with parents or guardians of students in the classroom in which the student teacher is teaching.
7. Allow student teachers who hold a valid substitute authorization or pre-service teacher substitute authorization to serve as a paid substitute teacher for their cooperating teacher, only, with prior approval from BVU. This arrangement should be made if all substitute options have been exhausted. Any day a student teacher serves as a substitute teacher cannot count as a student teaching day.

The Cooperating School agrees to the following for all BVU teacher education/student teaching experiences:

1. To allow the student teacher/teacher education student the use of the physical resources of the school that are normally provided to classroom teachers, including buildings, equipment, essential supplies, and facilities that are necessary and reasonable to enable the teacher education student/student teacher to function adequately in your school. The district has the right to determine teacher education student/student teacher access, and BVU will provide identification badges to all students to wear while working in the district/classroom.
2. To provide appropriately licensed cooperating teachers who shall:
 - a. Anticipate the assignment of teacher education students/student teachers.
 - b. Orient the assigned teacher education students/student teachers.
 - c. Provide a period of essential classroom supervision.
 - d. Permit the teacher education students/student teachers to assist in classroom routines, if applicable (see coordinating *handbook).
 - e. Discuss teaching assignments with teacher education students/student teachers.
 - f. Introduce the teacher education students/student teachers to actual teaching by assisting, presenting demonstrations, teaching part periods, and other similar procedures (see coordinating *handbook).
 - g. Evaluate the work and ability of the teacher education students/student teachers including completion of evaluation forms to be used as a basis for assigning final grades.
3. Utilize the education student/student teacher in capacities approved by the BVU School of Education as indicated by the mutually agreed upon placement and the *handbook appropriate to the field experience provided to the cooperating teacher by BVU. *Handbooks are also available upon request of the district. The Field Placement Coordinator must approve any changes in the original assignment of the student.

4. Share responsibility for supervising the education student/student teacher.
5. Allow education students/student teachers to develop and demonstrate the capacity to utilize assessment data.
6. Involve the education student/student teacher in professional meetings and other school-based activities directed toward the improvement of teaching and learning.
7. Always provide supervision of the teacher education students/student teachers by certified personnel during the teacher education student/student teaching field experiences.

***A handbook specific to each pre-service field experience and student teaching is shared at the time the placement is agreed upon. All handbooks are available on the BVU website.**

SECTION II

PRACTICUM & INTERNSHIP GUIDELINES IN PROFESSIONAL SCHOOL COUNSELING

Practicum and Internship experiences are to be completed at a School of Education-approved site(s), after the conclusion of a core set of courses. The Practicum course is graded by letter grade. Students must earn a B or better in Practicum to continue to Internship. Students meet on a regular basis for group and individual supervision at the site and with their faculty supervisor. **The Buena Vista University School of Education will contact potential Practicum and Internship sites.**

The Buena Vista University Professional School Counseling Program agrees:

- To assign a university supervisor to facilitate communication between BVU and the practicum/internship site.
- To review documentation with the student to establish attainment of the objectives in the contract (including audio/video recordings).
- To meet regularly with the student in group supervision, and individually as needed.
- To engage in consultation with the site supervisor during the Practicum and Internship experience to discuss student development.

The Approved Practicum and Internship Site agrees:

1. To provide a site supervisor that is a licensed Professional School Counselor or School Administrator who has similar preparation, practice, knowledge, skills of a school counselor, and at least two years of experience working as a school counselor.
2. To provide *a minimum of one hour per week* of individual supervision.
3. To provide opportunities to audio or video record sessions for evaluation purposes and/or provide live supervision. The use of recordings will be governed by guidelines set forth by the American Counseling Association (ACA).
4. To provide adequate workspace, telephone service, office supplies, and support staff to conduct professional activities.
5. To provide opportunities for engagement in a variety of counseling activities relevant to the school counseling setting which will meet the required 100 hours for Practicum and 600 hours for Internship, of which 40% must involve direct student contact.
6. To provide the opportunity to acquire a range of experiences and skills at the site, including individual counseling, small group counseling, classroom guidance, consultation with parents, teachers, and other professionals, participating in child study or assessment team meetings, and other activities that a Professional School Counselor would provide to the school site.

The Approved Site Supervisor agrees:

1. To encourage a range of learning opportunities while giving sufficient guidance and feedback for the student to profit from those opportunities.
 2. To assist the student in developing a contract that outlines goals, objectives, evaluation systems, and timelines for the Practicum and Internship. This contract is developed within the first month of both Practicum and Internship experiences.
 3. To meet regularly with the student (**at minimum of one hour per week**) for supervision and provide feedback regarding their work in counseling sessions.
 4. To provide verification of the objectives as they are met or provide modifications if they are not met.
 5. To formally evaluate the student's performance at the end of Practicum and Internship using the **Supervisor Evaluation of Student Counselor** form. Students must achieve a rating of at least "Basic" in all evaluation categories to receive a passing grade in Practicum and Internship.
 6. To engage in consultation with the faculty supervisor during the Practicum and Internship experience to discuss the student's development.
 7. To assist the student in making arrangements for audio or video recordings of sessions for evaluation purposes.
- Site supervisors may receive licensure renewal units for the supervision of Practicum & Internship experiences.

The Practicum/ Internship Student agrees*:

1. To develop a contract that specifies goals, objectives, evaluation systems, and timeline for the Practicum and Internship. This is done within the first month with the cooperation of the site supervisor and the university supervisor.

2. To become a reliable staff member. This includes establishing a schedule and notifying people well in advance of any deviations from it. It also includes establishing systems for leaving messages for people contacting you.
3. To assume the initiative in obtaining and scheduling supervision.
4. To maintain the ethical standards of the American Counseling Association (ACA), and the American School Counselors Association (ASCA).
5. To maintain the ethical standards, policies, and procedures specific to the Practicum and Internship site and the site's regulatory requirements.
6. To honor the terms of the Practicum and Internship contract in hours and types of service needed by the site and university: recognize that the contract is a three-way relationship between student, site, and university and all changes in the contract will be made with all three parties involved in the contract
7. To keep the site and university supervisors well-informed of any concerns regarding the Practicum and Internship: hours, student load, student issues, staff relations, and any other matter that may impact the student's training experience and/or delivery of services to students
8. To document attainment of the goals, objectives, and client contact hours. This includes providing audio or video recordings as required.
9. To formally evaluate the site supervisor at the end of the Practicum and Internship experiences using the **Student Counselor Evaluation of Supervisor** form.
10. To participate in site supervision and group supervision as scheduled.

***These expectations are outlined in the student Practicum & Internship handbook.**

SECTION III

GENERAL PROVISIONS

1. Term. This agreement is effective for the period **July 1, 2025**, through **June 30, 2028**, and may be renewed or revised by the written mutual agreement of the parties.
2. Termination. Each party reserves the right to terminate this agreement at any time and for any reason upon written notice. In case of termination, BVU will pay all honorariums incurred at the time of the termination.
3. Indemnity. Each party agrees to indemnify and hold the other harmless from all liability for damage to persons or property arising out of or resulting from negligent acts or omissions of the indemnifying party.

The Cooperating School shall defend, indemnify, and hold BVU, its officers, employees, and agents harmless from and against any and all liability, loss, expense or claims for injury or damages caused by or result from the negligent or intentional acts or omissions of the Cooperating School, its officers, employees, or agents arising out of the performance of this Agreement

BVU shall defend, indemnify, and hold the Cooperating School, its officers, employees, and agents harmless from and against any and all liability, loss, expense or claims for injury or damages caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees, or agents arising out of the performance of this Agreement

4. Relationship of the Parties. Nothing in this agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership, or agency relationship between the parties.
5. Entire Agreement and Severability. If a court or arbitrator holds any provision of this agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.
6. Force Majeure. Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes (which causes are hereinafter referred to as "Force Majeure"), to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, or explosion.
7. Governing Law. This agreement will be governed by the laws of the State of Iowa and shall in all respects be interpreted, enforced, and governed by Iowa laws.
8. Representations. Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this agreement. These representations will continue after the agreement terminates.

SIGNED:

Buena Vista University



Suzette Radke,
VP of Finance & Administration

Date

Cooperating District/School

Superintendent or Designated Official

Date

ADDENDUM I.

***When applicable, please indicate to whom the student teaching honorarium should be paid:**

- ☐ Check made out to the cooperating teacher.
- ☐ Check made out to the district/school [federal ID#: _____].