

# LUTHER COLLEGE

April 20, 2023

Jay Jurrens  
New Hampton CSD (IA)  
710 W Main St  
New Hampton, IA 50659

Dear Jay Jurrens:

On behalf of the entire Education Department, I would like to take this opportunity to express our sincere gratitude and thanks to you and your staff. Your support and professional guidance to the Luther College Teacher Education Program is indispensable and greatly appreciated.

Our Memorandum of Understanding for the 2023-2024 academic year is enclosed. Please have the appropriate individual at your school district sign the MOU. **Return a signed copy via email to me at [gunderre@luther.edu](mailto:gunderre@luther.edu)**. You may want to make a copy of the signed MOU for your records and referral.

If your school district requires any changes or additions to this MOU, please let me know as soon as possible. You can contact me by email at [gunderre@luther.edu](mailto:gunderre@luther.edu).

We look forward to working with you during the 2023-2024 school year.

Sincerely,  
Renee Gunderson



Administrative Assistant  
Luther College Education Department  
Koren 101  
Phone (563)387-1140 Fax (563)387-1107  
[gunderre@luther.edu](mailto:gunderre@luther.edu)





## Memorandum of Understanding 2023 – 2024

### New Hampton CSD (IA)

This memorandum of understanding is made and entered into between Luther College, Education Department, 700 College Drive, Decorah, Iowa 52101 and New Hampton CSD (IA), 710 W Main St, , New Hampton, IA 50659.

#### *PROVISIONS:*

1. Luther College and New Hampton CSD (IA) agree to participate, if placements are available in the district, in a clinical field experience program, which includes, but is not limited to student teaching, student observations, and other field experiences.
2. Luther College will provide supervision, by one or more Luther faculty member(s) or a credentialed specialist in education, for students participating in clinical field experiences that are placed in New Hampton CSD (IA).
3. Student teachers and other field experience enrollees of the Luther College Education Department are to comply with all the contracted school district's rules, regulations, and policies. Termination or change in assignment will be the option of New Hampton CSD (IA), as well as the option of Luther College, should circumstances warrant such an action.
4. Cooperating teachers must have at least three years of teaching experience in the appropriate subject area and grade level. It may not be their first year in their current assignment/building.
5. Luther College's clinical field experience program requires all students to be screened for any history of criminal behavior. Students are required to follow the guidelines set by New Hampton CSD (IA) for this process.

New Hampton CSD (IA) has a system in place by which the student can complete this requirement.

New Hampton CSD (IA) requires Luther College to process a National background check for the student. The student will be required to pay the processing fee and submit the completed report to New Hampton CSD (IA). This background check will include:

- National Sex Offender Registry
- National Criminal Database
- Criminal Search – County
- ID Trace Pro

6. New Hampton CSD (IA) and Luther College agree to provide equal educational opportunities and equal access to facilities for all qualified persons. To not discriminate in employment, educational programs, and activities on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. This commitment includes the provision of a campus environment that is free from discrimination and harassment. The college will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.

7. In gratitude, Luther College pays cooperating teachers a stipend for each student placed in a clinical field experience. Payment is to be made at the end of each semester after the Luther College Education Department receives the completed assessments (2 observation feedback reports; 2 evaluations) from the cooperating teacher. Payment for a student teacher who has withdrawn prior to the middle of the placement shall be one-half of the normal reimbursement with payment to be made at the end of the period.

- January Term beginning practicum (EDUC 185 & EDUC 215) - \$75
- January Term developing practicum (Methods) - \$100
- Student teaching
  - 4 weeks - \$100
  - 7-10 weeks - \$175

Luther College will send the stipend payment to the cooperating teacher's home address unless the box below is checked.

Please check here if New Hampton CSD (IA) **requires** cooperating teacher's stipend payments to be sent directly to the District instead of the cooperating teacher.

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
Representative, New Hampton CSD (IA)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Representative, New Hampton CSD (IA)

**Signature:**  \_\_\_\_\_ **Date:** 4/20/2023  
Department Chair, Luther College Education Department