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MEMORANDUM

To: Superintendent/Director

From: Dr. Curtis P. Nielsen, Department Head  
Department of Teaching

Date: January 27, 2023

RE: Cooperative Agreement for Pre-Service Clinical Placement

Your schools are critical to our teacher education program. The preparation of educational professionals requires the collaboration of practicing professionals and our university community. We want to thank you, your district, and faculty for the ongoing support.

Enclosed please find the University of Northern Iowa's contract for field experiences for the 2023-24 academic year. Please sign and date the attached contract, and return to the following email address: [deptteaching@uni.edu](mailto:deptteaching@uni.edu). If you have any questions regarding the contract, please contact me at (319) 273-2202. We look forward to our continued partnership.

CPN/dr

Enc.

**COOPERATIVE AGREEMENT**  
**by and between**  
**UNIVERSITY OF NORTHERN IOWA and COOPERATING EDUCATIONAL AGENCIES**  
**for the 2023-2024 Academic Year**

This agreement entered into by and between the Board of Regents, State of Iowa, the governing body of the University of Northern Iowa, and New Hampton Community School District (hereinafter referred to as the “cooperating educational agency”), in accordance with the Code of Iowa:

**Section 262.30 CONTRACTS FOR PRACTITIONER PREPARATION provides:**

The board of directors of any school district in the state of Iowa may enter into contract with the state board of regents for furnishing instruction to pupils of such school district, and for practitioner preparation for the schools of the state in such particular lines of demonstration and instruction as are deemed necessary for the efficiency of the University of Northern Iowa ... as training schools for practitioners.

AND see also **Section 256.16(1)(m)**.

**1. Scope of Agreement**

- 1.1 This Agreement sets forth the roles, responsibilities, and rights of personnel associated with the cooperating educational agency, personnel associated with the University of Northern Iowa and of any student enrolled at the university, while assigned as a student teacher or for any other educational experience in the cooperating educational agency.

**2. Options of Student Teachers and other Educational Experience Students**

- 2.1 Students must be registered for the appropriate university course. Student teaching is a full semester experience. (Students seeking additional endorsement may register for four (4) hours of credit.) The student teaching period will be a minimum of 14 weeks in duration.

**3. Placement of Students**

- 3.1 Placement of students shall be accomplished on a cooperative basis between the University of Northern Iowa and the cooperating educational agency. All participating UNI students have completed a background check, including criminal background and child abuse, sex abuse, and dependent adult abuse registry checks, before beginning their field experience.
- 3.2 Placement shall be initiated by the university coordinator (hereinafter referred to as coordinator) upon completion of an application from each student setting out the student’s qualifications/background and the assignment(s) needed to meet course requirements, certification, endorsement, and approval area standards.
- 3.3 Requests for assignment of students may be accompanied by suggested names of individuals who are recommended to serve as a cooperating teacher/educational agency supervisor by the coordinator.
- 3.4 The University of Northern Iowa reserves the right to decline the assignment of a student to classroom teachers/educational agency supervisors who may request a student. However, said decision shall not be based on race, creed, color, sex, national origin, disability, age, religion, gender identity, sexual orientation, veteran or military status or on any other basis protected by state and/or federal law.
- 3.5 The cooperating educational agency reserves the right to refuse assignment to any given student. However, said decision shall not be based on race, creed, color, sex, national origin, disability, age, religion, gender identity, sexual orientation, veteran or military status or on any other basis protected by state and/or federal law.

**4. Termination or Change of Assignment**

- 4.1 The coordinator or cooperating educational agency may, for good cause, terminate or change the assignment of any student. Prior to reaching a decision the coordinator and the cooperating educational agency designee shall consult with the cooperating teacher/educational agency supervisor and all other concerned parties regarding the reason(s) for termination or change in assignment. If the district desires to terminate or change and assignment, the student will not return to the District Facility while awaiting the required consultation before the termination/change of assignment.

**5. Supervision of Students**

- 5.1 A member of the university faculty, or designee, will serve as the coordinator or supervisor of the student teaching program or educational experiences for the purpose of administering the program and supervising/evaluating the students in cooperation with the cooperating teachers/educational agency supervisors who guide and direct the students.
- 5.2 The identification, selection and continued use of qualified cooperating teachers/educational agency supervisors shall be the joint responsibility of the coordinator and the administrators of the cooperating educational agencies.



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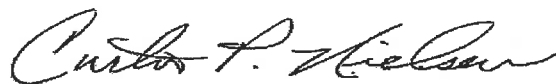
To whom it may concern:

We are reviewing our process of sending cooperative agreements to schools. We plan to send email agreements starting next year. To do this, we need your help!

Please complete the area below with two emails of two different contacts we can send an agreement to next year. We substantially value our partnership with your school. Thank you for your assistance.

Please contact the Department of Teaching Office at 319-273-2202 or by email at [deptteaching@uni.edu](mailto:deptteaching@uni.edu) with any questions.

Thank you!



Curtis P. Nielsen, Ed.D.  
Department Head - Teaching

Preferred Email: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_