



Wayne State University – District Partnership Agreement On-the-Job Request

Purpose

The purpose of the partnership between the Office of Educational Partnerships and Experiences (EdPE) in the Division of Teacher Education (TED) at Wayne State University and _____ (“School District” or “District”) is to jointly prepare effective B-12 educators who are reflective, innovative, and committed to equity for diverse learners. This document is to ensure that both EdPE and _____ agree to the following requirements if approving an *On-the-Job* Request.

The On-the-Job (OTJ) Teaching Experience allows teacher candidates to complete either their student teaching semester *or* their yearlong placement (for qualified programs) as a full-time employee of a school district. **Teacher Candidates who request an entire yearlong placement are not guaranteed that required co-requisite coursework will be available in the evenings.**

A. Overall Guidelines and Requirements

1. The On-the-Job Teaching Experience may only be used during the Teacher Candidates’ full-time student teaching semester.
2. In order to be approved for an On-the-Job Teaching Experience, the teacher candidate’s employment position with the School District must meet **all** of the requirements outlined by state and national accrediting bodies.
3. All requests for an On-the-Job Teaching Experience **must** be supported by the School District, with the District providing a formal letter of support, in addition to signing this Agreement.
4. The On-the-Job Teaching Experience **must** be in the content and grade level for which the Teacher Candidate is seeking certification.
5. The Teacher Candidate **must** submit the request to participate in the On-the-Job Teaching Experience **by the required deadline posted on the EdPE website.**
6. The Teacher Candidate **must meet ALL of the following** requirements in order to be considered for the On-the-Job Teaching Experience (either for the year-long experience or for the student teaching semester experience):
 - Must have earned a B or S grade in all clinical experiences prior to the On-the-Job Teaching Experience.
 - Must have earned a B or higher in all program Methods Courses.
 - Course completion requirements:
 - All courses for certification and graduation must be complete, except student teaching and the co-requisite seminar course, if applicable.
7. The Teacher Candidate **must** have the approval from **all** of the following:
 - EdPE Director
 - Assistant Dean of the Teacher Education Division
 - School District HR office
 - School Principal

- School Principal
8. The Teacher Candidate and the EdPE Director will discuss the requirements of the On-the-Job Teaching Experience (whether year-long or only student teaching).
 9. The Teacher Candidate **MUST** still apply for **and** enroll in the appropriate clinical course (e.g., student teaching).
 10. It is understood that the process, from review of the School District request to the School District signing off on the Teacher Candidate's request for placement in an On-the-Job Teaching Experience, typically takes 3-4 weeks to complete.

B. Teacher Candidate Responsibilities

Teacher Candidates must complete all expectations and requirements of student teaching. This includes, but is not limited to:

- Formal observations by a WSU University Supervisor (including pre-and post-conferences) and any additional assignments;
- Attendance at seminars, whether a distinct class and/or EdPE meetings (Teacher Candidate must be released from employment responsibilities for these late afternoon/evening seminars);
- WSU Capstone Event (Teacher Candidate must be released from employment responsibilities for this event;)
- Attendance logs.

C. WSU Educational Partnerships and Experiences (EdPE) Responsibilities

EdPE commits to all activities and supports provided to student teachers. EdPE will:

- Provide ongoing support for the Teacher Candidate;
- Provide a University Supervisor to support and evaluate the Teacher Candidate;
- Provide seminars, if applicable.

D. School District Responsibilities

The School District commits to the success of the Teacher Candidate, and thus will:

- Provide a highly effective teacher (certified in the same content & grade levels for which the Teacher Candidate is seeking certification) to serve as a Cooperating Teacher for the candidate.
- Complete and submit the Mentoring Plan Form, attached here as Appendix A, which includes:
 - Ongoing opportunities for the teacher candidate to be observed by the Cooperating Teacher
 - Engage in post-observation conversations with constructive feedback
 - Other ongoing opportunities for collaboration with Cooperating Teacher that supports the Teacher Candidate's success.
- Agree to release the Teacher Candidate for seminars and other student teaching requirements during the semester.

E. Submission Requirements

The District Human Resources representative must return this Agreement with the necessary signatures from the School District. The submission should be sent as one combined PDF file in the following order:

- This completed form with all required District information, signatory information, and signatures.
- The completed and signed Mentoring Plan Form (see Appendix A).
- A formal candidate letter (signed) noting the steps the Teacher Candidate will take to successfully navigate an OTJ experience along with any and all additional WSU requirements.

A formal letter of support from the School District that includes how the District will support the Teacher Candidate in an On-the-Job position. This is typically the HR Director, Assistant Superintendent, or Superintendent.

Signatures

The undersigned agree to the above expectations and responsibilities. Changes may be made as needed, as agreed upon by both organizations.

Wayne State University
College of Education
Division of Teacher Education
5425 Gullen Mall, Detroit, MI 48202

School District Name:
School District Address:
City, State, Zip:

Signature and Date
Director, Educational Partnerships and Experiences

Signature and Date
District Central Office
Representative

Signature and Date
Candidate, Wayne State University

Signature and Date
Principal

Signature and Date
Assistant Dean, Teacher Education Division

Signature and Date
Mentor Teacher

FORM APPROVED
PG
28 JAN 2025
OFFICE OF THE
GENERAL COUNSEL

APPENDIX A

**Teacher Education Division
On-the-Job Mentoring Plan Form**

Candidate Last Name: _____ Candidate First Name: _____

Candidate WSU Access ID: _____

Candidate Certification/Endorsement Program: _____

Cooperating Teacher Last Name: _____ Cooperating Teacher First Name: _____

Cooperating Teacher Email: _____

Cooperating Teacher Michigan Certification(s): _____

Weekly or Bi-Weekly Meeting Day and Time _____

Describe how the cooperating teacher will observe the candidate teaching and how feedback will be provided. It is expected that the cooperating teacher will observe full lessons on at least 4 occasions during the semester.

Signature: _____ Date: _____

Cooperating Teacher (Print Name): _____

Cooperating Teacher Building: (Print Name) _____

Signature: _____ Date: _____

Building Principal (Print Name): _____

Building Name (Print): _____

Signature: _____ Date: _____

Mentor Teacher (Print Name): _____

Building Name (Print): _____