



**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 \_\_\_\_\_ (*School District*) agree to the following requirements if approving an *On-the-Job* Request.

The On-the-Job 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 specific semesters.
  - Teacher Candidates who are in programs **without** a formal yearlong teaching experience may only request an On-the-Job Teaching Experience placement for student teaching.
  - Teacher Candidates who are in programs **with** a formal year-long teaching experience may request an On-the-Job Teaching Experience placement for the entire year-long experience.
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 **at least 8 weeks prior** to the start of the semester for which the placement is requested.
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:
    - For those seeking an On-the-Job formal Yearlong Teaching Experience for the, all courses except those outlined for the last year of the program (per the 4-year plan) must be successfully completed.

- For those seeking an On-the-Job Teaching Experience for only student teaching, all courses for certification and graduation must be complete, except student teaching and the co-requisite seminar course, if applicable.
  - Must have passed all required MTTC tests.
- 7. The Teacher Candidate **must** have the approval from **all** of the following:
  - University Supervisor
  - EdPE Director
  - Assistant Dean of the Teacher Education Division
  - School District HR office
  - 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 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;
- Work with the School District to help the Teacher Candidate transition to an employment position.

#### **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.
- Ensure the Cooperating Teacher completes a classroom observation of the Teacher Candidate each month and provide the Teacher Candidate with detailed and constructive feedback.
- Complete and submit the Mentoring Plan Form, 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 support Teacher Candidate's success.

- Agree to release the Teacher Candidate for seminars and the Capstone Event.

**E. Submission Requirements**

- The District Human Resources representative must return this Agreement with the necessary signatures from the School District.
- The Mentor Plan **must be included as an attachment.**
- **Formal letter of support from the School District must be attached.**

**Signatures**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of EdPE (Print Name): \_\_\_\_\_  
 Director, Educational Partnerships and Experiences  
 Wayne State University, College of Education, Division of Teacher Education  
 5425 Gullen Mall, Detroit, MI 48202

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Teacher Candidate (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Teacher Education Assistant Dean (Print Name): \_\_\_\_\_  
 Wayne State University, College of Education, Division of Teacher Education  
 5425 Gullen Mall, Detroit, MI 48202

School District: \_\_\_\_\_  
 Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 District Central Office Representative (Print Name): \_\_\_\_\_  
 District Central Office Representative Title (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Building Principal (Print Name): \_\_\_\_\_  
 Building Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Cooperating Teacher (Print Name): \_\_\_\_\_  
 Building Name (Print): \_\_\_\_\_

FORM APPROVED  
*PR*  
*11 MAR 2024*  
 OFFICE OF THE  
 GENERAL COUNSEL