

## MEMORANDUM OF UNDERSTANDING FOR COOPERATING TEACHER ASSIGNMENT

Between Undersigned Student Teacher, Cooperating Teacher and Principal

And Norda, Incorporated (hereafter: Project: Teaching!)  
P.O. Box 129  
Ladysmith, WI 54848  
EIN 52-2392388

The basis for the formation of this agreement is instructional service offered as Project: Teaching! an alternative certification program for college graduates seeking teacher licensure authorized by the Wisconsin Department of Public Instruction under PI 34.08.

The Cooperating Teacher and Project: Teaching! will carry out the Student Teaching phase of the teaching practicum as stipulated by PI 34.15 (5)(b)(1-3) and summarized as follows:

1. The program shall require student teaching experiences that are developmental in scope and sequence, occur in school settings, and meet the statutory requirements identified in s. 118.19 (3)(a), Stats. Student teaching experiences shall provide candidates opportunities to interact with and adapt instruction for children with disabilities or other exceptionalities.
2. As a result of the student teaching experience, students shall demonstrate increased knowledge and understanding of the Wisconsin Teacher Standards through assessments of Communication Skills, Human Relations and Professional Dispositions, Content Knowledge, Pedagogical Knowledge, and Teaching Practice as incorporated in the attached Project: Teaching! evaluation rubric.
3. Successful performance shall be measured using all of the following, with the Cooperating Teacher performing those evaluations underlined:
  - a) A minimum of four classroom supervisory visits of at least one hour in length made to each student teacher by the Project: Teaching! Supervising Teacher.
  - b) At least four written evaluations of each Student Teacher based upon classroom observations by the Cooperating Teacher and by the Project: Teaching! Supervising Teacher, two written evaluations will be completed by the Cooperating Teacher and at least two will be completed by the Project: Teaching! Supervising Teacher on evaluation forms provided by the Project: Teaching! Evaluation procedures shall include a midterm and a final conference involving the student teacher, the Cooperating Teacher, and the SCD supervisor.
  - c) A review of the post student teaching student portfolio by the Project: Teaching! Certifying Officer as required under s. PI 34.13 (3)(b).

Classes taught by student teachers shall conform to rules and regulations in effect at the time, including, but not limited to, all applicable school rules (codes of conduct, school board policies, handbooks, Master Contracts, etc.) applicable local, state and federal laws; and all other legal and proper classroom rules established by the Cooperating Teacher.

Classes taught by student teachers shall conform to curriculum in effect at the time, including, but not limited to, Wisconsin Content Standards; approved District, School, Department, and/or Grade Level Curriculum; approved Textbook or other Published Curriculum Units, Lesson Plans, and all other school curriculum identified by the Cooperating Teacher.

As a requirement for working with a student teacher, cooperating teachers must have training in supervising student teachers. This requirement can be met by taking the Norda online workshop at no cost.

At the conclusion of the assignment, the Cooperating Teacher shall recommend a performance grade based on our ten standards rubric to the Supervising Teacher as part of the final evaluation.

For the purposes of this agreement the Supervising Teacher shall be designated by the SCD.

---

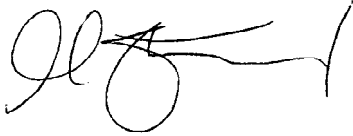
Student Teacher (print name)	Signature	Date
------------------------------	-----------	------

---

Cooperating Teacher (print name)	Signature	Date
----------------------------------	-----------	------

---

Principal (print name)	Signature	Date
------------------------	-----------	------



3/6/2007

---

Mark Stensvold  
President, Norda, Inc.

Date