

Subject: Memorandum of Agreement for Field Experience & Student Teaching Partnership

To: Spring Lake Park Schools Administration,

We are pleased to present this Memorandum of Agreement (MOA) between Fond du Lac Tribal & Community College and Spring Lake Park Schools to establish a collaborative partnership that supports the professional development of future educators through field experience and student teaching placements within your district.

This agreement outlines our shared commitment to:

Provide high-quality field experiences that align with state licensure requirements and professional teaching standards.

Support mentor teachers and district staff through clear communication, training opportunities, and recognition of their essential role in teacher preparation.

Ensure that student teachers are well-prepared, supervised, and evaluated in accordance with mutually agreed-upon expectations and timelines.

Maintain open and ongoing communication between our institutions to address any concerns and celebrate successes.

We believe this partnership will not only benefit our teacher candidates but also contribute positively to your schools by bringing in enthusiastic, well-prepared individuals eager to learn and contribute.

Attached is the proposed Memorandum of Agreement for your review and signature. We welcome any feedback or revisions you may have and are happy to discuss the terms further at your convenience.

FDLTCC uses a standard template with all partner schools. I have attached a current contract. As a reminder, it is a five-year contract that says you are open to student teachers and field experience students. However, it does not guarantee that anyone

will be placed there. FDLTCC will pay a \$200 thank you stipend for each cooperating teacher, for the Student Teaching experience, (14 weeks). We generally pay this amount directly to the school district for them to pay the teacher. If the MOA is agreeable, please sign the contract and return it to me (info below). Once our office receives this from, it will be signed by our Financial Chief Officer and President.

As the Education Facilitator, I will be contacting principals soon after we receive the signed MOA, I will begin looking for host teachers for field placements for our pre-service teachers.

Each of our students will be required to go through Castle Branch for background checks. If you also require a background check, that will be the responsibility of the student.

Thank you for your continued support of our future educators.

Thank you for your continued support of teacher education and for your commitment to shaping the next generation of educators.

Sincerely,

Tara Graves

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