



# Coweta County School System

*Coweta Committed to Student Success*

## COLLEGE/UNIVERSITY PLACEMENTS WITHIN COWETA COUNTY SCHOOL SYSTEM

This agreement is made and entered between Coweta County School System and

**The Board of Regents of the University System of Georgia by and on behalf of  
Valdosta State University**

Name of College or University

**This agreement document must be completed before any student from the specified college or university is allowed to be placed in the Coweta County School System.**

## PURPOSE OF THE AGREEMENT

The Coweta County School System (CCSS) recognizes the vital role that teacher preparation courses and experiences play in the success of its employees. The school system is committed to providing quality opportunities to future educators as they prepare for their educational endeavors. While supporting these experiences, CCSS continues its commitment to its stakeholders ensuring student success. In order to collaborate with colleges and universities for student placements and maintain the focus on serving our children and improving student achievement, Coweta County School System requires the following actions:

## COLLEGE/UNIVERSITY REQUIREMENTS

The **COLLEGE OR UNIVERSITY** entering into this agreement shall ensure that the following actions are met:

- A. The college or university will provide written guidelines for the observations/student placements to Coweta County School System before individual student placements are requested.
- B. Work with CCSS Central Office Personnel to request/confirm student placements in CCSS schools.
- C. Requests should be made at least four weeks before placement is required.
- D. Ensure the field experience is conducted to enhance the education of CCSS students.
- E. Ensure college/university students comply with CCSS guidelines and meet the **STUDENT** requirements listed below.
- F. Inform college/university students that the college/university or CCSS has the right to remove, reassign or discontinue a placement if reasonable cause exists.

## COLLEGE/UNIVERSITY STUDENT REQUIREMENTS

The college or university **STUDENT** entering into this agreement shall ensure that the following requirements are met:

- A. A college or university student will present himself/herself only at the written request of the college or university.
- B. Students will complete Coweta County School System's required forms (including a Georgia Crime Information form) and understand that placements will not be assigned until forms are completed and submitted to Central Office (Office of Elementary Curriculum).
- C. Students will follow Coweta County School System's policies, procedures and curriculum at all times, or otherwise be withdrawn from the practicum experience.

- D. Any student seeking placement in Coweta County School System understands and agrees to:
  - a. Contact Central Office for placement at schools and abide by the guidelines set by the district.
  - b. Allow Central Office personnel to assign placements. Students should not directly contact schools to make a placement request.
  - c. List preferences for placement specifying school, grade and subject, if applicable; however, the final determination of placement will be made by Coweta County School System personnel.
  - d. Make attendance a top priority. Any student who does not meet attendance requirements will not be allowed to continue the practicum experience in Coweta County School System.
  - e. Conduct himself or herself as a professional - in actions, speech and dress.
  - f. Accept professional feedback and engage in continuous self-appraisal.

## COWETA COUNTY SCHOOL SYSTEM REQUIREMENTS

To facilitate this professional learning experience for college/university students, **CCSS** agrees to:

- A. Determine an appropriate number of college placements from your university that will be allowed for the purpose of observations, field experience and practicum experiences in the school system.
- B. Match college students in the educational field with a certified teacher who will directly supervise and guide students in school practices. Supervising teachers will be assigned to college/university students by site administrators (principals) who are knowledgeable of the teaching experience and expertise in the field.
- C. Communicate with college/university personnel regarding student experiences.

## MUTUAL AGREEMENT

CCSS and the requesting college or university will be mutually responsible for the supervision of the college/university student. Students are expected to follow all established guidelines from the university/college and the school system. If established guidelines are not met, CCSS and the requesting college or university will mutually collaborate to resolve the situation or remove the student from the field experience.

## TERMS OF THE AGREEMENT

- A. The term for this agreement shall be for two school years SY22 & SY23 terminating June 30, 2023. Either party may terminate this agreement before the school year ends upon a written 30 day notice.
- B. This agreement may be modified at any time by mutual consent of appropriate officials from both parties. Any modification shall be in writing and signed by both parties.

## ELECTRONIC SIGNATURES

**COLLEGE/UNIVERSITY** Office of Clinical Experiences Signature:

Name	<small>DocuSigned by:</small> <i>Robert T. Smith</i>
Title	<small>D4B623838B9F440...</small> Provost and Vice President for Academic Affairs
Date	6/27/2022   3:42 PM EDT

By checking the box below and providing my email address as authentication, I am providing an electronic signature certifying that the information below is true.

I agree to adhere to the information provided in this Agreement.

Email Address which will provide authentication for electronic signature:

rtsmith@valdosta.edu
----------------------

**COWETA COUNTY SCHOOL SYSTEM Administrator's Signature**

Name	DocuSigned by: <i>Melissa M. Nolley</i>
Title	77626D58A2F7401... Partnership Relations Specialist
Date	7/11/2022   10:09 AM EDT

By checking the box below and providing my email address as authentication, I am providing an electronic signature certifying that the information below is true.

I agree to adhere to the information provided in this Agreement.

Email Address which will provide authentication for electronic signature:

mmnolley@valdosta.edu

An "electronic signature" can be a person's typed name, email address, or any other identifying marker. An electronic signature is just as valid as a written signature as long as both parties agree to conduct the transaction electronically. Anyone who would prefer to print and mail a hard copy to Coweta County School System may do so at 167 Werz Industrial Drive, Newnan, Georgia 30263.

Approved as to form  
Valdosta State University  
Office of Legal Affairs  
Justin M. Arrington, Chief Legal Affairs Officer  
June 23, 2022