

**Memorandum of Understanding  
Between Albuquerque Public Schools and  
Central New Mexico Community College**

This memorandum of understanding (MOU) is written in the spirit of cooperation between Albuquerque Public Schools (hereinafter “the District”) and the educational institution named above (hereinafter “the Institution”) for the purpose of completing student teaching experience required by the State of New Mexico and the Public Education Department for the certification of teachers.

**The District agrees to:**

1. Provide an appropriate student teacher placement that allows the student teacher to meet all certification requirements.
2. Provide a highly qualified cooperating teacher with appropriate certification and at least Level 2 licensure who is a professional role model.
3. Provide the Institution with the regulations and processes relevant to placement.
4. Provide opportunities for student teachers to attend campus/ district orientations and trainings.
5. Provide access to appropriate district resources including but not limited to curriculum documents, online resources, libraries, and forms.
6. Provide information regarding placement opportunities at schools with strong bilingual/TESOL programs.
7. Provide a set of common regulations and procedures for the student teaching programs.

**The Institution agrees to:**

1. Recommend for placement in the student teacher program only those students who have a satisfactory record and have met the requirements established by the Institution.
2. Inform all student teachers that they must complete an online student teacher application and all appropriate paperwork and background clearance for placement with the District and meet all deadlines set by the District.
3. Provide the District the right to refuse placement to any student based on information obtained during the application process that does not meet district standards.
4. Cooperate with the District in any case where the student teacher might not meet district, state and/or federal requirements and regulations consistent with the Institution’s obligation to comply with FERPA.
5. Provide the District, student teacher, cooperating teacher and the supervisor access to the Institution’s curriculum requirements, evaluation forms, project descriptions, handbooks, calendars, schedules or any other documents or materials which are necessary to effectively facilitate and support the student teacher during this experience.
6. Assign a single point of contact to work with the District regarding any and all student teacher placements.

**The Institution and the District jointly agree to:**

1. Determine the number of student teachers assigned to the District based on availability of cooperating teachers, staff and campuses.

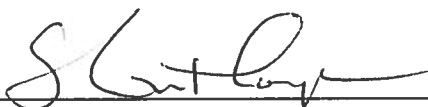
- a. The district reserves the right to prioritize student teacher placements based on need in 'hard to fill' positions and bilingual positions.
  - b. 'Hard to fill' positions shall be defined in an addendum during the annual review of this MOU.
2. Establish ongoing, open communication between Institution and District staff.
3. Comply with all state/federal laws and regulations and District policies, procedural directives and regulations.
4. Strongly encourage all student teachers to qualify for TESOL and/or Bilingual endorsements at the time of licensure.
5. Determine where and which students will be placed.
6. Provide student teachers, with assistance of the District, professional development opportunities, training on their responsibilities regarding participation in the student teaching experience, including professional conduct, District Board Policies, rules set by the Institution, rules and procedures set by the District as set out in the Employee Handbook, and state and federal laws relating to education with specific attention to FERPA, PED Code of Ethics, and Child Abuse and Neglect Detection/Reporting.
7. Commit to increasing the number of student teachers in the Special Education teacher prep program in order to meet the needs of the special education population in the District's schools.
8. Communicate and conduct needs assessments to develop programs that prepare adequate numbers of teachers to match the District's employment opportunities.

**Term of agreement, modification, termination:**

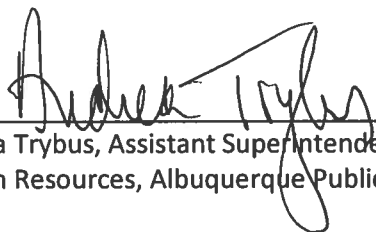
This agreement shall be effective when executed by both parties and shall remain in effect for a period of three (3) years from date of inception. The Addendum to the MOU will be reviewed yearly. This agreement may be terminated without cause upon written notice by either party.

This agreement may be modified in writing upon approval of both parties.

**Agreed:**



Sydney Gunthorpe, Vice President of Academic Affairs  
Central New Mexico Community College



Andrea Trybus, Assistant Superintendent  
Human Resources, Albuquerque Public Schools

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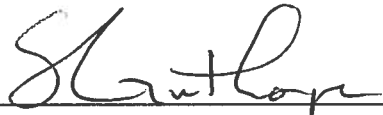
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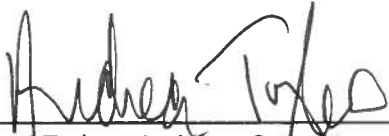
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Sydney Gunthorpe, Vice President of Academic Affairs  
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