



# Teach Local Academy

## Teach Local Steering Committee Agenda 21 March 2023

Attendees: Names were removed for public posting, attendee summary follows:

**EPP:** Assistant Dean, EPP Faculty, EPP Staff

**P12 Partners:** School-based and central-office based partners from a local school district

**Technical College Partners:** College partners

### I. Introductions & Good news

New Committee Members: Five new committee members were welcomed

One committee member announced his plans to retire and offered to continue helping with Teach Local, as needed

### II. Current students at CofC (EPP Assistant Dean)

Two students are progressing nicely. One is student teaching in fall 2023 and the other student (on Teach Local scholarship) is also doing very well academically and progressing as expected in the program. Faculty members have very positive feedback about both candidates!

The fall 2023 Teach Local intern will be in CCSD. District partners offered placement assistance for this candidate for student teaching.

### III. Enrollment (School Partner)

Of the graduating students, 10 are planning on teaching careers and are attending CofC, Clemson, Francis Marion, Winthrop, USC-Beaufort, and TTC in fall 2023

### IV. CofC Scholarship (EPP Assistant Dean)

We have one student on the Teach Local scholarship and are ready to launch this year's application. At the recommendation of the Steering Committee, applicants' documents will be submitted and reviewed outside of the EPP's scholarship system to avoid delays with external accounts as was experienced last year. Applicants will enter their basic information into the system (e.g., name, address, email) and everything else will transpire via email.

Three members were chosen to serve as the selection committee.

**V. [MOU Update](#) (EPP Assistant Dean)**

The District submitted MOU changes to align the Teach Local MOU with other district/EPP MOUs. The District confirmed during the meeting that they are OK with all changes. Representatives from TTC will review and provide feedback by March 28. EPP will then circulate changes at the District and facilitate signatures and execution of MOU by all parties.

**VI. Thinking about the future (all)**

**Recruitment**

Four committee members will work together for 2023-24 regarding in-person ECHS visits.

The goal is to increase the CofC's presence at an identified high school, especially with Teacher Cadet students.

**Campus Visit**

A May visit at CofC for freshmen is being arranged.

**3rd class from CERRA**

There has been no move on a 3rd Teacher Cadet class from CERRA.

We would like to offer the first Teacher Cadet class to the identified HS sophomores who are already taking other college courses. CCSD communicated our support to colleagues in Columbia.

**Signing Day**

CCSD and the identified HS will coordinate a signing day for graduates heading into education and will share details with the group.

**VII. For the Good of the Order**

We will convene once more this year when scholarship and signing day details are finalized.

**VIII. Adjourn**

**CHARLESTON COUNTY SCHOOL DISTRICT**  
**AND**  
**COLLEGE OF CHARLESTON - SCHOOL OF EDUCATION**

***CLINICAL PRACTICE EXPERIENCE AGREEMENT***  
**JULY 1, 2023 – JUNE 30, 2024**

**PLACEMENT:**

The Charleston County School District and the College of Charleston School of Education will work cooperatively to provide a clinical practice experience that is of benefit to the intern and the school to which he/she is assigned through the use of the following College of Charleston procedures:

1. The Office of Student Services and Credentialing at the College of Charleston is authorized to contact school principals to arrange for placement of College of Charleston interns for their clinical practice experience. The principal, cooperating teacher, and Executive Director of Human Resources must approve all placements.
2. Cooperating teachers, principals and the Executive Director of Human Resources will receive notice of the clinical practice interns' assignments in advance of the first day of the program, except under very unusual circumstances.
3. The clinical practice experience will be a full-day, five-day-a-week program. The full-day program will mirror responsibilities and routines of cooperating teachers as directed by district and school administrators, including, but not limited to, face-to-face instruction and virtual learning experiences.
4. The Office of Student Services and Credentialing is available to speak with any group/principal to discuss the procedures for determining and assigning clinical practice placements.
5. The College of Charleston School of Education's Office of Student Services and Credentialing will provide documentation verifying the teacher's service and supervision of the clinical practice intern.

**SUPERVISION:**

The Charleston County School District and the College of Charleston will work cooperatively to ensure that the interns participating in the clinical practice experience receive proper supervision using the following procedures:

1. The Office of Student Services and Credentialing and College of Charleston college supervisors will provide instruction to clinical practice interns on their roles and responsibilities during the internship.
2. The College of Charleston will provide all measures for evaluating interns who are participating in the clinical practice experience. The College Supervisors will be in regular contact with the Cooperating Teachers in order to receive information from the cooperating teacher regarding the performance of the interns. The College Supervisor will consider all observations and evaluations submitted by the Cooperating Teacher when determining an intern's final grade for the clinical experience.
3. The College of Charleston assumes responsibility for the Expanded ADEPT/SCTS 4.0 standards training of cooperating teachers. The Charleston County School District will assist with developing and implementing this training, when possible.
4. The cooperating teacher assumes responsibility for the daily supervision of the intern's clinical practice experience. The College Supervisor will be in regular contact with the Cooperating Teacher regarding the intern's performance.
5. Any change in assignment will be the responsibility of the Office of Student Services and Credentialing in consultation with the College of Charleston Teacher Education department chairperson, the college supervisor, the principal and the cooperating teacher. If the original placement has been in effect beyond three weeks, full remuneration will be provided to the cooperating teacher and principal.
6. The College of Charleston's Office of Student Services and Credentialing, in consultation with the College of Charleston Teacher Education department chairperson, the college supervisor, the principal and the cooperating

teacher, will terminate any intern's placement in the clinical practice experience who is deemed unqualified to continue the program. If the placement has been in effect beyond three weeks, full remuneration will be provided to the cooperating teacher and principal.

7. Cooperating teachers, clinical practice interns, and college supervisors are required to attend all orientation sessions as deemed necessary by the College of Charleston Office of Student Services and Credentialing.

**REMUNERATION:**

Each Charleston County School District cooperating teacher will have the option of receiving a \$200 honorarium or two College of Charleston tuition vouchers, in their name, for completing the clinical practice supervision program. The cooperating teachers' vouchers are not transferable. A voucher will be presented to the host school that provides a setting for clinical practice internships. The principal of the host school may use this course voucher or transfer it to another employee of the school.

**SUBSTITUTE TEACHING:**

Interns participating in the clinical practice experience may not be utilized as substitute teachers. If a cooperating teacher is absent for more than one-half day, a substitute teacher must be assigned to the classroom. Additionally, clinical practice interns may not serve as the chaperone of record for field trips occurring outside of the school building.

**DURATION OF AGREEMENT:**

This agreement will be reviewed and agreed to on a yearly basis.

The undersigned agree to the procedures as outlined in this clinical practice experience agreement.

\_\_\_\_\_  
Chief Human Resources Officer  
Charleston County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Office of Student Services and Credentialing  
College of Charleston

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Dean, School of Education  
College of Charleston

\_\_\_\_\_  
Date



**CHARLESTON COUNTY SCHOOL DISTRICT  
AND  
COLLEGE OF CHARLESTON - SCHOOL OF EDUCATION**

***FIELD EXPERIENCE AGREEMENT***  
**JULY 1, 2023– JUNE 30, 2024**

**PLACEMENT:**

Charleston County School District and the College of Charleston School of Education will work cooperatively to provide field experiences for teacher education candidates through the use of the following procedures:

1. The Office of Student Services and Credentialing at the College of Charleston is authorized to contact school principals to arrange for placement of College of Charleston candidates for their field experience.
2. The principal and host teachers will receive notice of candidate assignments for field experiences in advance of the first day of the program, except under very unusual circumstances.
3. The field experience will be a part-time program following the period of time designated by the candidate's course syllabus. The part-time program will mirror responsibilities and routines of cooperating teachers as directed by the field instructor, including, but not limited to, face-to-face instruction and virtual learning experiences.
4. The Office of Student Services and Credentialing is available to speak with any group/principal to discuss the procedures for determining and assigning field experience placements.

**SUPERVISION:**

Charleston County School District and the College of Charleston will work cooperatively to ensure that teacher education candidates participating in the field experience receive proper supervision using the following procedures:

1. The college instructor will explain expectations of the teacher education candidates to the host teachers and principal as well as the role and responsibilities of the candidates during the field experience.
2. The College of Charleston will provide all measures for evaluating candidates who are participating in the field experience.
3. The college instructor will be in regular contact with the host teachers in order to receive information from the host teacher regarding the performance of the candidates.
4. The college instructor will consider all observations and evaluations submitted by the host teacher when determining the grade for field experience.
5. The host teacher assumes responsibility for the supervision of the student's field experience. The college instructor will help guide and support the host teacher regarding the candidate's experience.

6. Any change in assignment will be the responsibility of the College's Office of Student Services and Credentialing in consultation with the College of Charleston Teacher Education department chairperson, the college instructor, the principal, and the host teacher.
  
7. The College of Charleston's Office of the Office of Student Services and Credentialing, in consultation with the College of Charleston Teacher Education department chairperson, the college instructor, the principal, and the host teacher, will terminate any student's placement in the field experience who is deemed unqualified to continue in the program.

**SUBSTITUTE TEACHING/ CHAPERONING:**

Students participating in the field experience program may not be utilized as substitute teachers or chaperones of record on field trips.

**DURATION OF AGREEMENT:**

This agreement will be reviewed and agreed to on a yearly basis.

The undersigned agree to the procedures as outlined in this field experience agreement.

\_\_\_\_\_  
Chief Human Resources Officer  
Charleston County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Office of Student Services and Credentialing  
College of Charleston

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Dean, School of Education, Health, and Human Performance  
College of Charleston

\_\_\_\_\_  
Date