

STUDENT TEACHING, PRACTICUM, INTERNSHIP AGREEMENT

Article I. PARTIES

Student Teaching, Practicum, Internship Agreement (the “Agreement”), dated as of July 1, 2025 between **GRAND VIEW UNIVERSITY** (“Institution”), and **Dallas Center-Grimes CSD** (“Agency” or “School District”).

Accordingly, the parties agree as follows:

Article II. SCOPE OF SERVICES

Section 2.01. Performance. Students (“Students”) from the Institution shall participate in a student teaching, practicum, or internship assignment and perform duties with Cooperating Teachers (“Teacher”) or School Social Work and Counseling Professionals (“Cooperating Professionals”) in the School District or Agency.

Section 2.02. Scope of Agreement. This Agreement establishes procedures for the placement, assignment, information sharing, termination, change of assignment, supervision, evaluation, and status and authority of Students.

Article III. PLACEMENT

Section 3.01. Placement. The placement of the Students shall be accomplished on a cooperative basis involving both the Institution and School District or Agency.

Section 3.02. Placement initiation. Placement shall be initiated by the appropriate Institution personnel by communication with the appropriately designated School District or Agency personnel.

Section 3.03. List of Students, Student Background Information, and Release for Information Sharing. The Institution shall present to School District or Agency a list of Students showing the grade level(s), subjects preferred, and other relevant information before assignments are made for Student Teaching.

For School Districts only, relevant information shall include, but not be limited to, documentation of the following conducted by the Institution: a state criminal history record check through the Division of Criminal Investigation of the Iowa Department of Public Safety; a review of the sex offender registry; a review of the central registry for child abuse; and a review of the central registry for dependent adult abuse. Relevant information shall also include any other information relating to the Student’s fitness to work with K-12 students and others which is obtained by the Institution before, during or after the Student’s placement as a Student Teacher, Practicum or Internship Student with the School District.

The Institution shall only allow Students to perform services in the School District if the results of such checks are consistent with the State of Iowa requirements to obtain a teaching license under Iowa law. The Institution and the School District agree to cooperate with each other in the investigation of any allegation of physical or sexual abuse or other misconduct involving any Student.

The Institution shall also provide the School District a release signed by the student authorizing the Institution and the School District to access and share any and all information relating to the Student in the possession of either party in substantially the same form as the attached document.

The Institution shall provide the information above to non-School District Agencies at the request of the Agency.

Section 3.04. Refusal of Placement by Institution. The Institution may refuse the services of any Teacher or Cooperating Professional, but such refusal shall not be based on age, race, religion, creed, color, sex, national origin, disability, veteran status, or sexual orientation.

Section 3.05. Refusal of Placement by School District or Agency. The School District or Agency may refuse placement of any Student, but such refusal shall not be based on age, race, religion, creed, color, sex, national origin, disability, veteran status, or sexual orientation.

Article IV. ASSIGNMENT

Section 4.01. Assignment of Student. The School District or Agency shall assign only one Student to a Teacher or Cooperating Professional, unless other arrangements are mutually agreed upon by the Institution and School District or Agency.

Section 4.02. Student's Schedule. The Student shall be on duty each regularly scheduled school day or work day for the length of time that is required of the Teacher or Cooperating Professional unless other arrangements are mutually agreed upon by Institution and School District or Agency. The Student shall follow the schedule of the School District or Agency, not the Institution's schedule.

Section 4.03. Included in Student Teaching Assignment. An assignment consists of, but is not limited to: recess duty, conference periods, homeroom, activity periods, preparation periods, and all other duties performed during the regular school day, including, but not limited to correcting papers, preparing lesson plans, and special projects.

Section 4.04. Included in School Counseling or School Social Work Practicum and Internship Assignment. The duties of the Master's level social work or school counseling student shall mirror those similar to the daily activities of a practitioner at the same level. This entails engaging in a variety of tasks and responsibilities consistent with the advanced competencies and knowledge expected at this stage of professional development.

Section 4.05. Term of Assignment. The Student's assignment shall be completed during one quarter or semester unless an extension is necessary due to a reason beyond the control of the parties.

Section 4.06. First Day. The Student Teacher shall report directly to the Principal's office the first day of the assignment. School Social Work and School Counseling Students may first report to the Cooperating Professional, pending School District or Agency preference.

Section 4.07. Pre-service and in-service workshops. Student Teachers will be invited to participate in all pre-service and in-service workshops conducted during the time of their assignment.

Article V. DURATION, TERMINATION, AND CHANGE OF ASSIGNMENT

Section 5.01. Beginning of Agreement. This Agreement begins on August 1, 2024 and terminates on July 31st, 2025.

Section 5.02. Termination or Change of Assignment. The Institution or the School District or Agency may terminate or change assignment of any Student at any time for any reason. Each party shall notify the other party of its action as soon as practicable.

Article VI. SUPERVISION AND EVALUATION OF STUDENT TEACHERS

Section 6.01. Supervisor. The Institution shall designate an appropriate person who will serve as supervisor of the Student, in cooperation with the Teacher.

Section 6.02. Student Orientation. The School District or Agency shall schedule a Student orientation meeting before the beginning of the assignment.

Section 6.03. Compliance. The Student shall comply with all policies, rules, and regulations of the School District or Agency and the Code of Ethics of the profession.

Section 6.04. Record of Attendance. Each Teacher shall keep an accurate record of the Student's attendance.

Section 6.05. Absences. The Student shall notify the Teacher of planned absences, at least two weeks prior to the absence, or a minimum of 24 hours advance notice, where practicable, in the event of an emergency.

Section 6.06. Notification of Absence. The School District or Agency shall notify the Institution if a Student is absent without notification to the Teacher or Cooperating Professional.

Section 6.07. Evaluation of Student. The appropriate personnel of the Institution, the Teacher or Cooperating Professional, the Student shall be involved in the evaluation process. Others from the Institution or School District or Agency who are knowledgeable about the performance of the Student may be involved in the evaluation process.

Section 6.08. Final Evaluation. The Institution shall complete the final evaluation for the Student.

Section 6.09. Investigation of alleged misconduct. The Institution and the School District or Agency agree to cooperate with each other in the investigation of any allegation of physical or sexual abuse or other misconduct involving any Student.

Article VII. STATUS AND AUTHORITY OF STUDENTS

Section 7.01. Student Status and Authority. Student Teachers shall have status and authority in accordance with Iowa Code § 272.27 (2018).

Section 7.02. Student Classification. All Students shall be unpaid "employees" pursuant to Iowa Code § 670.2 (2024) and therefore protected from individual liability for acts or omissions occurring within the scope of their assignment.

Article VIII. SUPERVISION AND EVALUATION OF SCHOOL COUNSELING OR SCHOOL SOCIAL WORK PRACTICUM AND INTERNSHIP STUDENTS

Section 8.01. Supervisor. The Institution shall designate an appropriate person who will serve as the Student's supervisor. The student shall receive one hour of supervision per week from an individual holding a Master of Social Work (MSW) degree from a program accredited by the Council on Social Work Education (CSWE) or a Master's Degree in School Counseling or a closely related field, with a minimum of two years of post-master's level experience in the field.

Section 8.02. Student Orientation. The School District or Agency shall schedule a Student orientation meeting before the beginning of the assignment.

Section 8.03. Compliance. The Student shall comply with all policies, rules, and regulations of the School District or Agency and the Code of Ethics of the profession.

Section 8.04. Record of Attendance. Each Teacher or Cooperating Professional shall keep an accurate record of the Student's attendance.

Section 8.05. Absences. The Student shall notify the Teacher or Cooperating Professional of planned absences, at least two weeks prior to the absence, or a minimum of 24 hours advance notice, where practicable, in the event of an emergency.

Section 8.06. Notification of Absence. The School District or Agency shall notify the Institution if a Student is absent without notification to the Teacher or Cooperating Professional.

Section 8.07. Evaluation of Student. The appropriate personnel of the Institution, the Teacher or Cooperating Professional, the Student shall be involved in the evaluation process. Others from the Institution or School District or Agency who are knowledgeable about the performance of the Student may be involved in the evaluation process. The evaluation process shall consist of several key components to ensure comprehensive feedback and assessment. This includes an initial meeting at the onset of the placement to establish goals and expectations, a mid-point meeting to review progress and address any concerns or adjustments needed, and a final meeting upon completion of the practicum to reflect on the student's overall experience and growth.

Section 8.08. Final Evaluation. The Institution shall complete the final evaluation for the Student. The final meeting upon completion of the practicum to reflect on the student's overall experience and growth. A practicum evaluation will be conducted by the placement supervisor near the end of the placement, preceding the final meeting, to offer structured feedback on the student's performance, skill progression, and areas needing improvement.

Section 8.09. Investigation of alleged misconduct. The Institution and the School District or Agency agree to cooperate with each other in the investigation of any allegation of physical or sexual abuse or other misconduct involving any Student.

Article IX. GENERAL PROVISIONS

Section 9.01. Choice of Law. This Agreement is deemed to have been executed in the State of Iowa. As such, all rights and liabilities of the parties will be governed by the laws of the State of Iowa.

Section 9.02. Forum Selection. Any action relating to this Agreement shall only be commenced in the Iowa District Court in Polk County, or in the United States District Court for the Southern District of Iowa.

Section 9.03. Notice. Any notice required or permitted by this Agreement will be deemed to be delivered, and thus effective, when personally received, or three days after being placed in the United States Mail, postage prepaid, and addressed to the party as detailed below:

A. **Notice to Institution.** Notice to Institution must be sent to:

Grand View University
Attn: Education Department
1200 Grandview Ave.
Des Moines, IA 50316

B. Notice to the School District or Agency. Notice to the School District or Agency must be sent to:
Dallas Center-Grimes Community School District
Attn: Superintendent Scott Blum
2405 W 1st Street
Grimes, IA 50111

Section 9.04. Amendments. Institutions and the School District or Agency may amend this agreement only in the form of a written amendment to be signed by a representative from each party.

Section 9.05. Merger. This Agreement is the final and exclusive agreement between Institution and the School District or Agency and this Agreement supersedes all prior agreements and representations, written or oral, concerning this subject matter.

Section 9.06. Captions. The captions in this Agreement are included for convenience of reference only and are in no way meant to define or limit any of the provisions contained in this Agreement or otherwise affect their construction or effect.

Section 9.07. Severability. If any provision of this Agreement shall be held invalid under any applicable statute or regulation or by a decision of a court of competent jurisdiction, this invalidity will not affect any other provision of this Agreement that can be given effect without the invalid provision, and, to this end, the provisions are severable.

Section 9.08. Binding Effect. This Agreement is binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns.

Section 9.09. Enforcement and Waiver. Each party has the right at all times to enforce the provisions of this Agreement in strict accordance with the terms, notwithstanding any conduct or custom on the part of such party in refraining from doing so at any time or times. The failure to enforce its rights under those provisions, strictly in accordance with the same, is not construed as having created a custom in any way or manner contrary to the specific provisions of this Agreement or as having in any way or manner modified or waived the same. All rights and remedies of the respective parties are cumulative and concurrent and the exercise of one right or remedy shall not be deemed a waiver or release of any other right or remedy.

Section 9.10. Compliance with Laws, Rules, and Regulations. Anything in this Agreement to the contrary notwithstanding, Institution and Students shall each refrain from any action which would violate any law, rule, policy, or regulation of any governmental body or agency having jurisdiction over this Agreement.

Section 9.11. Defined Terms. When a word or phrase is enclosed in parentheses and quotation marks, i.e., (“Word”), then that word or phrase shall be interpreted as if fully written out in the following format: “(hereinafter referred to as the ‘Word’),” and thereafter in this Agreement, that word or phrase shall stand as an abbreviation of the longer phrase to which it relates.

Section 9.12. Indemnification. To the extent authorized by law, Institution and the School District or Agency shall, at their expense, indemnify, defend and hold each other (including its officers, directors, shareholders, employees, and agents) harmless, from and against all claims, demands, actions and/or causes of actions, judgments, settlements, or other costs, including reasonable attorney’s fees, which Institution or the School District or Agency may incur because of the negligent acts or omissions of the other party.

Article X. COMPENSATION FOR COOPERATING TEACHERS

Section 10.1 Compensation. Per Institutional policy, a stipend may be paid to the Student Teaching cooperating teacher. Institutions must request payroll information from the cooperating teacher and not from the School District or Agency Business Office.

Article XI. SIGNATURE LINES

In order to evidence their agreement to the terms of this Agreement, the parties have executed and delivered this Agreement on the date set forth in the preamble.

INSTITUTION:



Authorized Signature for Institution

Patty Williams, Ph.D
Printed Name

Provost & VP for Academic Affairs
Printed Title

03/25/2025
Date

COMMUNITY SCHOOL DISTRICT or AGENCY:

Signature of Board President/Superintendent/Designee/Director

Printed Name

Printed Title

Date