



CLEMMER COLLEGE  
EAST TENNESSEE STATE UNIVERSITY

**Memorandum of Understanding**  
**Between**  
**Residency Candidate in Residency I and II**  
**And**  
**Clemmer College and Partner Schools**

---

The purpose of this Memorandum of Understanding is to clearly identify the professional dispositions and behaviors that Candidates are to exhibit in their yearlong Residency.

**Conduct**

While completing the yearlong Residency, candidates must conduct themselves in a professional manner. Upon entering the yearlong Residency, Candidates agree to follow the rules of the school system as well as policies of the Clemmer College and East Tennessee State University. Candidates should view this experience as an opportunity to learn from their mentor teacher(s) and to develop and demonstrate their teaching skills. Actions taken and words spoken during the Residency should be carefully considered, as they will affect both the Residency evaluation and the written/verbal recommendations provided for the candidate by the mentor teacher, Residency I and II Supervisors, school administrators, and the Office of Field Experiences and Residency.

**Residency Placements**

Placements are made in partnership with the school districts and Clemmer College. Residency candidates are not allowed to request a specific school or mentor teacher. Candidates will be placed with a licensed and experienced mentor teacher in the appropriate licensure area and grade ranges of their planned license. Candidates will not be allowed to request a specific grade level placement.

**Attendance**

Residency candidates are required to be at their assigned school on the assigned days of the week. It is vital that the candidate contact the mentor teacher and Residency I/Residency II Supervisor immediately if an event occurs that will prevent the Candidate from being on time or require the Candidate to be absent. Candidates who have absences that are not warranted and/or fail to contact their mentor teacher and supervisor may be removed from their placement.

### **Make up Days**

During Residency I, candidates will follow ETSU's calendar. Residency I Candidates must schedule to make up absence(s) with the mentor teacher and the Supervisor. Residency II Candidates will have absences added to the end of the Residency II placement. Candidates must coordinate with and receive approval from the mentor teacher and the Residency II supervisor to make up the missed day(s). Excessive absences due to illness or other extenuating circumstances may interfere with graduation and/or result in a candidate's removal from the Residency placement. Candidates in Residency II follow the calendar of the School District rather than ETSU's calendar. (Ex: Fall and Spring breaks are based on the school calendar.)

### **Tardies/Leaving School Early**

Residency I and II Candidates are expected to adhere to the school mandated arrival times required of the mentor teachers. Candidates must not be late nor leave early. Tardies and/or leaving the school early without a valid or approved reason may result in removal from the Residency and/or a failing grade for Residency I and/or II. Please note that during Residency II, Candidates are expected to arrive early and depart after established dismissal times.

### **Seminars**

All Residency candidates must attend any seminars scheduled during the semester. The seminars are designed to prepare the candidate for his/her Teacher Performance Assessment (edTPA) that is completed during Residency II. Failure to attend the Residency seminars will affect the candidate's performance on the Teacher Performance Assessment and will affect the Teacher Candidate's overall grade for Residency I and II. This could also impact their ability to obtain licensure.

### **Lesson Plans**

All Residency candidates will follow the Clemmer College Lesson Plan Template. Lesson plans must be submitted at least two (2) teaching days prior to the day the lesson will be taught in order to provide time for feedback and approval from the mentor teacher. Failure to turn in lesson plans to the mentor teacher at least two days before teaching the lesson in question can jeopardize the candidate's overall grade for Residency I and II and can result in the candidate not being able to complete the Residency II placement.

### **Teacher Performance Assessment**

The capstone project for Residency I and II is the edTPA. This document will be uploaded to Livetext and scored by Pearson. It is the candidate's responsibility to insure that this document is complete and ready to upload by the due date. The candidate will be required to attend all edTPA support seminars. Failure to attend the Residency I and II seminars will affect the candidate's performance on the Teacher Performance Assessment and their overall grade for Residency I and II; as well as, their ability to obtain licensure.

### **Outside Commitments**

Candidates in Residency II are strongly encouraged not to work outside of school. Work or family/personal commitments cannot be excuses for failing to meet the commitments of Residency I and Residency II. If commitments become problematic in terms of attendance and performance, the Candidate will be given the choice of withdrawing from his/her Residency or making the personal adjustments necessary to give full attention to the program. Candidates with family/personal commitments should make these commitments known to the Office of Field Experiences Residency as early as possible.

### **Dispositions/Professional Behaviors**

Residency candidates are expected to follow all rules and policies of the school/school system, Clemmer College, and East Tennessee State University, including those pertaining to the Professional Dispositional Skills located in the Residency II Handbook. Candidates should assume the role of an adult professional-in-training and behave accordingly. If a candidate is unsure of appropriate professional behavior or encounters a problematic situation, the Candidate should consult the mentor teacher, university supervisor, or other school personnel as soon as possible for guidance and assistance.

### **Other Dispositions/Professional Behaviors**

- Handle ALL confidential information (student records, etc.) in a professional manner. Do not share information about the school, students, mentor teacher, etc., privately or publicly with others.
- Refrain from posting Residency materials, information, photos, or personal commentary on social networking sites.
- All students are expected to uphold the ETSU Honor Code. If you are not familiar with this statement and with the policy regarding plagiarism, you should review both these documents online or in a current catalog.
- The use of cell phones and other electronic devices not related to instruction is prohibited in the classroom.

**Residency candidates demonstrating inappropriate behaviors and/or dispositions will be subject to removal from their Residency placements and, if necessary, dismissal from the Educator Preparation Program at East Tennessee State University.**



**CLEMMER COLLEGE**  
EAST TENNESSEE STATE UNIVERSITY

**Memorandum of Understanding  
Between  
Candidate in Residency I and II  
And  
Clemmer College and Partner Schools**

I understand that I am a representative of Clemmer College of East Tennessee State University, a guest in my Residency I and II school(s), and expected to act in a professional manner at all times. I have read the Memorandum of Understanding and will adhere to the requirements identified therein.

Print Name \_\_\_\_\_

E# \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

***This Memorandum of Understanding must be signed and returned to the Office of Field Experiences and Residency, Warf-Pickel, Room 323C or emailed to [edprep@etsu.edu](mailto:edprep@etsu.edu) at the beginning of your residency placement***