

Memorandum of Understanding



Candidate Name: _____

MEMORANDUM OF UNDERSTANDING

Between _____ School District and
York College of Pennsylvania Masters of Education Program

The Education Technology Internship is the capstone course for York College of Pennsylvania (YCP) graduate candidates pursuing the M.Ed. in Educational Technology, or the stand-alone Instructional Technology Specialist Certification. The purpose of the Education Technology Internship is to provide candidates practical experiences designed to prepare candidates to become effective education technology leaders and practitioners. This internship affords candidates opportunities to integrate technology in authentic education contexts in ways that support their host district and under the direction of a YCP-appointed Internship Supervisor. Candidates who complete this internship, pending their completion of all course requirements prescribed for their elected track, are eligible to be awarded either the M.Ed. in Education Technology with Instructional Technology Specialist Certification or the Instructional Technology Specialist Certification as a stand-alone program.

The purpose of this Memorandum of Understanding is to define the partnership between the York College of Pennsylvania Masters of Education program and the school district under whose auspices the educational technology candidate will complete the capstone internship required to earn their Instructional Technology Certification.

Technology integration projects are the core of the education technology internship experience. These projects, designed by the candidates, will include a technology professional development project or a technology-based research project. These activities are designed by candidates to support the continual improvement and professional development plans of their host district. The technology integration project, carried out under the auspices of this agreement, will require candidates to carry out one of these projects. Candidates must submit, and receive approval for, an integration plan describing their plan for carrying out their internship for approval prior to scheduling their internship. A copy of the candidate's application, which details the professional development and research activities they intend to carry out during this internship, is included with this document.

All projects will be completed in candidates' Local Education Association (LEA) unless an alternative placement is requested. Candidates must secure a memorandum of understanding from administration at the host LEA as part of their internship application. Program approval to enroll in the Education Technology Internship, granted by the Education Technology Coordinator, is contingent on the depth and rigor of the proposed Technology Integration Projects. Approval must be granted for candidates to be eligible to enroll in the Education Technology Internship.

Indemnification by Area School District. _____ School District agrees to indemnify York College of Pennsylvania, its staff, graduate candidates, employees and agents for and from any and all liability, lawsuits, demands, claims, losses, damages and costs (including but not limited to attorneys fees) of whatsoever kind that York College of Pennsylvania may incur, suffer or be put to pay, all without limitation as to time, arising out of any act, omission, conduct or negligence of Area School District, its employees, any of its agents or any of the Area School District candidates.

Indemnification by York College of Pennsylvania. York College of Pennsylvania agrees to indemnify Area School District, its staff, candidates, employees and agents for and from any and all liability, lawsuits, demands, claims, losses, damages and costs (including but not limited to attorneys fees) of whatsoever kind that Area School District may incur, suffer or be put to pay, all without limitation as to time, arising out of any act, omission, conduct or negligence of York College of Pennsylvania staff, graduate candidates, or employees in connection with his or her presence at facilities under the ownership, control or possession of the Area School District.

Candidate Name: _____

Responsibilities of the York College Educational Technology Program and District Partners

York College of Pennsylvania agrees to:

- Provide college supervision of the internship experience.
- Provide college supervisors for candidate's field-based experiences.
- Support, educate, and assess candidates.
- Ensure that the intern's internship addresses the program competencies.
- Assist the intern to develop a professional portfolio demonstrating mastery of performance tasks.
- Maintain appropriate records of all college, district, and state requirements for interns.

The School District Partner agrees to:

- Consent to allowing candidate to conduct professional development for educators within the district.
- OR
Consent to allowing the candidate to conduct an action-research project assessing the efficacy of a technology intervention with candidates or teachers in their current instructional role.
- Consult with the intern's college supervisor as appropriate.

This Agreement contains the entire understanding of the parties and may only be amended in whole or in part by an agreement in writing signed by both parties.

School District Representative (please print): _____

School District Representative Signature

Title/Position

Date

York College of Pennsylvania

Title/Position

Date