



American Public University System

American Military University
American Public University



**AGREEMENT CONCERNING
FIELD EXPERIENCE/OBSERVATIONS
BETWEEN
AMERICAN PUBLIC UNIVERSITY SYSTEM (APUS) AND
THE SCHOOL DISTRICT OF:**

Elk Grove Unified School District

1. Purpose and Duration of Agreement:

That Elk Grove Unified School District may be utilized by American Public University System (APUS) for the purpose of field experiences, also known as practicum, internship, and student teaching. This Agreement shall become effective as of September 1, 2016 and shall continue thereafter until August 31, 2021 however, the student(s) then completing any field experience in any program shall be given an opportunity to complete the field experience requirements for their current registrations during that academic semester.

2. Selection of American Public University System Graduate Students:

A. Students have met all requirements for admission to the School of Education at American Public University System and are eligible to begin field work.

B. The APUS student is required to provide the following documents prior to entering their field work:

- Point of Contact Form**
- Background Clearance**
- Proof of Professional Liability**
- Copy of Driver's License**
- Recent Photograph**
- Personal Goal Statement**
- Disposition Statement**

C. Approval or disapproval of students seeking approval to complete field experience will be the responsibility of the Coordinator of Field Experience. No APUS student will be placed in a school without verbal or written approval by that school's principal or designee.

Corporate and Academic Offices:

111 West Congress Street • Charles Town, WV 25414
304-724-3700 • 877-468-6268 Toll Free • 304-724-3780 Fax

www.apus.edu

Administrative Offices:

10110 Battleview Parkway, Suite 200 • Manassas, VA 20109
703-330-5398 • 877-468-6268 Toll Free • 703-330-5109 Fax



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3. University Responsibilities:

A. American Public University System shall plan and administer the educational program for its students at the University.

B. APUS shall maintain all educational records and reports relating to the educational program completed by individual students during field experience. These reports are necessary to the University's monitoring and evaluation of student progress.

4. District Responsibilities:

A. The District is fully responsible for the conduct of its operations and this Agreement in no way confers upon American Public University System the right to modify or control any of the District's standard operating procedures. The District will ensure that proper supervisory procedures are followed, complete with adequate feedback when requested, both to the student and the Coordinator of Field Experience. No American Public University System students should be left unattended and unsupervised with District pupils.

B. APUS education graduate students are expected to follow all rules and regulations established by the District. It will be the District's responsibility to inform students and APUS School of Education personnel of such rules and regulations.

C. The District agrees to cooperate with the University, as much as possible, in structuring the instructional environment to facilitate the best learning experience possible for the APUS student.

5. General Provisions:

A. For the purpose of observations, there shall be no monetary consideration paid by either party to the other party. It being acknowledged that the learning opportunity provided is mutually beneficial. The parties shall cooperate in a manner which will tend to maximize the mutual benefits provided to the District, and APUS School of Education students.

B. Each student is placed within the District to receive field experience as a part of his or her academic curriculum; those duties performed by a student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision when required. The APUS "student counselor is not to supervise or counsel any students without the supervising counselor being present." This provision shall not prohibit the employment of any APUS student by the District under an employment agreement.

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D. This Agreement is for the purpose of providing educational opportunities for students and is not a joint venture for the profit of either party.

E. This Agreement constitutes the entire agreement between the parties and all prior discussions, agreements, and understandings, whether verbal or in writing, are hereby merged into this Agreement.

F. The District and its employees shall not disclose to an third party, except where required by law or where such disclosure is expressly approved by APUS in writing, any student education records or personally identifiable information contained in such records, and the District and its employees and representatives shall comply with all federal and state laws and regulations, and all rules, regulations and policies of APUS regarding the disclosure and confidentiality of such information, including without limitation, the Family Educational Rights and Privacy Act, 20 U.S.C §1232G and its implementing regulations.

The parties below agree to execute this Agreement:

American Public University System

Coordinator of Field Experience: _____

Signature

Date:

THE DISTRICT OF: ELK GROVE UNIFIED SCHOOL DISTRICT

District Representative/Designee: CARRIE HARGIS, DIR. FISCAL SERVICES


Signature

Date:

ELK GROVE UNIFIED SCHOOL DISTRICT
CONTRACT #17-0353

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VERIFICATION of DEGREE PLAN FOR:

Name: Leah Teddington

Email: lteddington@gmail.com

Good morning,

I am the Coordinator of Field Placement at American Public University System, a distance learning university located in Charles Town, WV. It is a pleasure to meet and work with you! We are accredited with the US Department of Education, Council of Higher Education Accreditation (CHEA), and the Defense Activity for Nontraditional Education Support (DANTES). Our Educator Preparation programs lead to eligibility for certification in the state of West Virginia upon completion of the degree.

I am writing on behalf of Ms. Leah Teddington, to verify that she will soon have completed 80% of our M.Ed.in School Counseling program and to request that she be approved to conduct field experience in the form of a **supervised 100 hour counseling Practicum** with Elk Grove Unified School District:

Dates of Placement: September 5 - December 25, 2016

Level of Placement: Middle

Site School: Samuel Jackman Middle School

We appreciate your consideration of this request. Ms. Teddington will seek to complete a 600 hour full-time supervised counseling Internship after successful completion of the Practicum.

Our counselor candidates are required to complete 100 supervised hours (direct and indirect) over the entirety of the 16 week Practicum; the hours must occur over consecutive weeks within a K-12 school setting. The hours will be relevant to specific assignments during coursework; these assignments provide for practical application of theory. The counselor candidate must be mentored by a Site Supervising Counselor, who must possess the following:

1. A minimum of a Master's degree in counseling or a related profession, with equivalent qualifications, including appropriate licenses/certifications in counseling
2. A minimum of 2 years of professional experience in school counseling
3. Relevant training in counseling supervision

Listed below, you will find a copy of the Degree Plan for Ms. Leah Teddington:

NAME	DESCRIPTION	CREDITS
EDUC501	Human Growth and Development	3 hours
EDUC505	The Professional School Counselor	3 hours
EDUC507	Professional Orientation and Ethical Practice	3 hours
EDUC515	Helping Relationships	3 hours
EDUC530	Assessment, Evaluation, and Testing I	3 hours
EDUC533	Assessment, Evaluation, and Testing II	3 hours
EDUC535	Theories of Counseling	3 hours
EDUC627	Group Counseling - Theory and Practice	3 hours
EDUC628	Social and Cultural Diversity Counseling	3 hours
EDUC640	Research Methods in Education	3 hours
EDUC645	Career Counseling and Development	3 hours
EDUC655	Counseling Children, Adolescents, and Teens	3 hours
EDUC696	Practicum	6 hours
EDUC699	Internship	6 hours


Total Credits (48 Hours)

I have provided you with the Practicum Handbook for your review. As the Coordinator of Field Placement, I would be happy to schedule a time at your convenience for discussion and dialogue regarding the process or requirements of our program. I look forward to working with you to help facilitate this Practicum placement!

Regards,

Susan Long

Susan Long | Field Placement Coordinator

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T 304-724-2852 | F 304-885-5425 | slong@apus.edu | www.apus.edu