

Professional Development School (PDS) Agreement

Between: College of Education, Qatar University (CED) and (School Name)

Rationale

The purpose of this agreement is to create a collaboration to provide ongoing quality field and student teaching placements for teacher candidates, ongoing professional development for (School Name) teachers and administrators, and ongoing scholarly and faculty development opportunities for faculty at the College of Education.

This agreement assumes that the school is the critical unit of change. What is proposed here is that (School Name) become a Professional Development Site for students in Qatar University's College of Education teacher and leader preparation programs and that CED faculty members support the professional development program at (School Name). This agreement holds that all engaged in work at the school site must be committed to ensuring that each child learns and develops to her potential. It is further believed that all school and university staff should be committed to providing quality internship and student teaching placements.

Benefits

- (School Name) students benefit from the presence of additional "classroom teachers" who can provide ongoing attention to individual needs in the classroom and who are expected to model the most current pedagogical approaches.
- Qatar University benefits from having a Professional Development Site, staffed by school faculty who are knowledgeable about Qatar University programs where candidates can be placed for their pre-service field experiences.
- (School Name)'s teachers benefit from the chance to grow professionally in areas that may not be otherwise available to them. In addition, collaborating with university-based faculty with regard to professional methods affords the opportunity to critically examine the curriculum and methodology currently being employed in their individual classrooms.
- The community benefits from the outreach programs provided by the partnership.
- The profession benefits from new teachers and school leaders who have been prepared and nurtured in an environment where professional practice, commitment to principles, and excellence were associated with the entire range of their field experiences.

Summary – CED Roles in the PDS Agreement

1. Provide teacher and leader candidates who have met all requirements for entry into the field experience and internship. It is the role of the university to monitor candidate qualifications.
2. Collaboratively structure the field experiences and internships for candidates. It is the role of the university to make, track, and grade assignments and to assign final grades to the students.
3. Mentor candidates as scheduled during all field experiences and internships.
4. Observe and insist that candidates abide by all PDS policies.
5. Instruct candidates in educational ethics and confidentiality prior to field experiences and internship.
6. Collaborate with PDS faculty and administration to solve any problems related to candidate placement.
7. Identify a committee of CED faculty members to meet with PDS committee yearly to review the vision, objectives, assignments, and evaluations specified in the internship handbook.

8. Identify a university-based PDS coordinator to serve as a central point of collaboration and communication.
9. Provide support of PDS teachers and administrators who are mentors or potential mentors.
10. Schedule with PDS professional development coordinator the PD that will be provided by the university, based on identified school needs.
11. Mentor faculty in conducting action research for continued instructional improvement.
12. Host the Annual symposium for professional development schools to which all stakeholders are invited to reflect on and give advice related to field experience, internships, and PD learning outcomes.

Summary – PDS Roles in the PDS Agreement

1. Identify qualified mentor teachers and administrators for candidate placement for field and internship experiences. Qualified mentor teachers and administrators have a commitment to inquiry and student-centered instruction and more than two years' experience. The PDS will mentor Masters Degree candidates to the extent that appropriate placements can be identified.
2. Identify a committee of PDS teachers and leaders to meet with the CED committee yearly to review the vision, objectives, assignments, and evaluations specified in the Internship Handbook.
3. Cooperate with the CED mentor, allowing access to observation in the classroom and providing candidate evaluations as described in the Internship Handbook.
4. Report any serious breaches of ethics, confidentiality, or policy by the candidate to the CED supervisor.
5. Collaborate with school faculty and administration to solve any problems related to placements of candidates.
6. Provide a professional development needs assessment and work the CED coordinator to plan for CED professional development.
7. Collaborate with CED coordinator to make adjustments in placements or other modifications necessary.
8. Identify a single member of the school faculty to serve as the site-based PDS coordinator as a central point of collaboration and communication.
9. Encourage and facilitate action research by PDS faculty members.
10. Provide opportunity for CED faculty members to conduct meaningful and ethical research related to teaching and learning.
11. Participate in statewide policy making when given the opportunity (e.g. serve on SEC committees).
12. Host periodic meetings to which all stakeholders are invited to reflect on the effectiveness of the partnership.
13. Participate in a yearly meeting to which all stakeholders are invited to reflect on and give advice related to curriculum and instruction, field experience expectations, staff development, and learning outcomes.

Period of the agreement: One year under renewal based on the agreement of both parties. Every party has the right to terminate the agreement upon clear justified reasons.

Signatures

Name	Position	Signature	Date
(type in name)	(type in position)	_____	_____
(type in name)	(type in position)	_____	_____
(type in name)	(type in position)	_____	_____

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