

**Hawkeye Community College**  
**Education Programs**  
**Contract for Field Experiences**  
**2021/2022**

This agreement is between Hawkeye Community College (HCC) and  
**Cedar Falls Public Schools**

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(FACILITY). HCC seeks to allow field experiences at FACILITY for students enrolled in one of its education courses (Field Experience, Including Diverse Learners, and Children's Literature). The basic purposes of this Contract are to establish cooperative relationships and to outline the responsibilities of HCC and FACILITY as they contribute to student learning.

HAWKEYE COMMUNITY COLLEGE does not discriminate on the basis of disability, sex, race, color, religion, or age.

**I. HCC AGREES TO:**

- a. To permit only registered and enrolled students to come to FACILITY to obtain field experience.
- b. To advise FACILITY of the learning experiences needed by the students.
- c. To accept responsibility for all classroom instruction of students and provide objectives, information, and evaluation materials for the experience.
- d. To be solely responsible for admitting and discharging all students involved in its courses.
- e. To require students to comply with FACILITY policies, procedures, rules, and regulations.
- f. To follow up on any concerns or questions raised by FACILITY personnel.
- g. To provide documentation of field experience length for each student placement.
- h. To require all expenses incurred as responsibility of the student including but not limited to lunch, transportation, etc.

**II. THE COORDINATOR, ON BEHALF OF HCC, AGREES TO:**

- a. Maintain contact with the student and the FACILITY.
- b. Make every effort to place each student in an environment suited for both the student and the FACILITY.
- c. Make provisions for the student to receive technical and related education.

**III. THE FACILITY AGREES TO:**

- a. Provide the required hours of supervised experience for the student. Days and hours are to be agreed upon by the site supervisor and the student.

- b. To allow students the use of the physical resources of the FACILITY that are normally provided to classroom teachers including building equipment, essential supplies, and library facilities that are necessary and reasonable to enable the student to function adequately in FACILITY.
- c. To provide qualified teachers who shall provide a learning environment, model various teaching strategies, and provide guidance to the student.
- d. Validate the Field Experience hours by signing the student's site report or time sheet.
- e. Provide orientation to the FACILITIES procedures and policies.
- f. Promote interaction between the student, children, and staff.
- g. Arrange for the supervision of the student at all times.
- h. Evaluate the student's progress and performance by completing the evaluation form at the end of the semester.
- i. Consult with the Field Experience Coordinator if concerns arise.

**IV. THE STUDENT AGREES TO:**

- a. Attend the Field Experience FACILITY for the required number of hours. Student absences due to illness must be made up. If the FACILITY is closed or there is a college related absence, the hours are not made up.
- b. Demonstrate an interest in the students and cooperate with all persons at the FACILITY.
- c. Adhere to all policies and regulations of the FACILITY and the college and perform in an ethical manner.
- d. Plan, teach, and evaluate the necessary lessons.
- e. Validate attendance with written site reports.
- f. Develop the knowledge and skills necessary to become an effective educator.
- g. Waive all rights to the claim of liability for his/her safety from the FACILITY and/or Hawkeye Community College.

**V. THE FACILITY AND/OR THE COORDINATOR** may request the withdrawal of a student from this Contract under the following conditions:

- a. The student's performance is unsatisfactory.
- b. The policies of the FACILITY or the college are not followed.

**VI.** This agreement is effective September 1, 2021.

**SIGNED:**

This Contract becomes effective when signed by the student and both agencies.

HCC  
Hawkeye Community College  
1501 East Orange Road  
P.O. Box 8015  
Waterloo, IA 50704

HCC: Dr. Tami Leonard

Date: 09/01/21

Cedar Falls Schools Representative: \_\_\_\_\_

Date: \_\_\_\_\_