

## **Teacher Education Clinical Experience Agreements**

This form outlines two acknowledgements for teacher education candidates who will be either participating face-to-face in classrooms with PK-12 students and/or in online, remote educational environments.

In order to participate in teacher education clinical experiences, you must read, enter your name and date, and submit this form to the Cecilia J. Lauby Teacher Education Center via the survey link.

### **ACKNOWLEDGEMENT OF RISK/EXTERNAL EXPERIENCE FOR CREDIT**

The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no current vaccine for COVID-19. Individuals with underlying medical conditions or other at-risk populations are especially vulnerable to the virus. COVID-19's highly contagious nature means that exposure, especially through contact with others, can lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never become symptomatic at all. Because of its highly contagious and sometimes "hidden" nature, it is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease.

#### **Illinois State University cannot guarantee a risk-free environment.**

The undersigned acknowledges he/she is/they are a student at Illinois State University ("ISU"), and wishes to participate in a pre-student teaching, student teaching, professional practice, clinical hours, internships, and/ or other external experiences (hereafter "clinical experiences"). In consideration of ISU's support of the internship, and credit to be earned as a result of participation in clinical experiences, the undersigned understands and acknowledges the following:

- 1) The undersigned understands that while ISBE has recommended public health rules and precautions in order to mitigate the spread of COVID-19, which may be updated at any time, that it is impossible to prevent or fully mitigate the risk of COVID-19 infection.
- 2) The undersigned certifies they are capable of participating in this clinical experience.
- 3) The undersigned agrees they are subject to and will observe the standards of conduct set forth in [University procedures and guidelines related to COVID](#), University policies, procedures and guidelines, [Code of Student Conduct](#) and any applicable policies and/or procedures of the clinical experience site.
- 4) The undersigned understands that the clinical experience may take place at a third-party site that may have health and safety standards different from those at ISU, and that undersigned may be subjected to potential risks such as illness or injury. These risks may arise from causes which are many and varied and may not be foreseeable.

- 5) The undersigned acknowledges and understands that the third-party site is not under the control of ISU and that ISU cannot ensure the appropriateness of the clinical experience site, and that ISU makes no assurances, expressed or implied, about the safety or suitability of the site.
  - 6) The undersigned represents they will either undertake a personal investigation of the site and/or will otherwise knowingly assume any risks associated with participating in a clinical experience at the site.
  - 7) The undersigned will obtain and maintain health, accident, disability, hospitalization and/or travel insurance as they may deem necessary during the clinical experience and will be responsible for the costs of such insurance and for any expenses incurred that are not covered by insurance.
  - 8) The undersigned acknowledges and agrees that ISU is not responsible for providing any automobile insurance coverage if they choose to use a personal vehicle for the benefit of the clinical experience site while performing this clinical experience. The undersigned also understands they are fully responsible for any travel to and from the professional practice, and/or housing at the clinical experience site.
  - 9) The undersigned acknowledges and agrees that the clinical site may make changes and/or have interruptions to the clinical experience and ISU will not be responsible for any damages, losses, interruption, or liability of the undersigned, that arise from circumstances beyond the control of ISU (including without limitation strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, business interruptions, disease, national or local emergency, government action or inaction, travel restrictions, loss or malfunctions of utilities, communications or computer (software and hardware) services. The undersigned agrees he/she/they takes full responsibility for any such damages, losses or liabilities.
- I have read, understand and acknowledges all of the requirements outlined in this document.

Name \_\_\_\_\_ Date \_\_\_\_\_

## Guidance for Working with Minors in an Online Learning Environment

As teacher candidates, there are likely going to be times you will be teaching in an online learning environment. The following are some guidelines to consider when teaching in this type of environment.

### *Strategies for Online Instruction*

- Take needed time to build strong rapport with students in this new setting.
- Take time to listen for any concerns that students may have and provide support.
- Focus on active learning and chunk content into smaller pieces.
- Take advantage of accessibility features to ensure equity of access (provide transcripts of video or audio material, use Alt-Text to allow users with screen readers to have access of images or graphs, etc.)

### *Online Platforms and Systems*

- Only provide instruction on an approved platform for the school district. If the school-approved platform is connected to your personal account, use caution and consider public-facing social media could reflect negatively to your students and their families.
- Seek approval from your instructor, cooperating teacher, and district prior to the use of an alternative platform.
- Only use your ISU email account and address to communicate with students and their parents/guardians and to setup online learning sessions.
- Require sign in to accounts to attend online meetings. This will ensure meeting participants are monitored and identified and that only registered and approved participants can attend the meeting.
- Lock the meeting once students are signed in. This will ensure that no new participants can join the meeting.
- Consider disabling private chat to ensure that students focus on the lesson at hand and you can monitor online communications during the session. Disabling group messaging can restrict the possibility of disclosing any personal information to other students publicly. (See “*School Administrator’s Guide to Rolling out Zoom*”).

### *Protection for Minors*

- Try to work with your students in a group setting whenever possible.
- Only interact with minors for “in-class” sessions and do not engage in social interaction via online platforms outside of instructional sessions.
- Copy parents/guardians on all communications related to online instructional sessions and/or invite parents as attendees.
- Follow district policies regarding recording of learning sessions. See FERPA section below.
- Promptly report any concerns about student mental health or signs of abuse or neglect, notify your cooperating teacher and university supervisor right away.

### *Confidentiality*

- Do not repeat stories or share personal information that students have shared with you.

- Do not discuss your learning sessions or students with anyone except the parents/guardians, cooperating teacher, or university program personnel.

*FERPA*

- Under FERPA, educational records can only be disclosed to third parties (which includes posting on social media) with the student's consent or if a FERPA exception applies.
- This includes not disclosing image captures of students from online sessions because the student is personally identified, chat or message logs that identify the student, or other types of communications between instructor/student. These records are subject to the same privacy protections that apply to records created in a face-to-face instructional setting.
- I have read, understand, and acknowledge all of the guidelines outlined in this document.

Name \_\_\_\_\_ Date \_\_\_\_\_