



**Memorandum of Understanding
Field Experience Placement
Between
St. John's University, School of Education
and
Phoenixville Area School District**

Purpose

This Memorandum of Understanding (MOU) establishes a collaborative relationship between **St. John's University** and **Phoenixville Area School District** to provide a supervised field experience opportunity for a doctoral student enrolled in a course within the School of Education. The purpose of this experience is to allow the student to engage in professional observation and/or limited instructional participation in an authentic educational setting.



Responsibilities of St. John's University

St. John's University agrees to:

1. Ensure that the student participating in the field experience is enrolled in an appropriate graduate course requiring field-based observation or participation.
2. Provide guidance and oversight related to course expectations and assignments associated with the field experience.
3. Ensure that the student understands and complies with all professional and ethical expectations of working within a school setting.
4. Maintain responsibility for evaluation and grading related to the course requirements.

Responsibilities of the School District / Placement Site

The School District or placement site agrees to:

1. Permit the student to complete the required field experience hours within the school or district.
2. Provide a cooperating teacher, administrator, or designated professional who will serve as the site contact for the student during the field experience.
3. Allow the student to observe classroom instruction and, when appropriate, assist with instructional activities under supervision.

4. Inform the student of any relevant district policies, procedures, and confidentiality expectations.
5. Retain the right to terminate the placement if the student does not adhere to district policies or professional expectations.

Status of the Student

The participating student will remain a **student of St. John's University** and is not considered an employee of the School District. While on site, the student will comply with all school and district policies and operate under the supervision of district personnel.

Confidentiality

The student agrees to maintain confidentiality regarding all students, staff, and school information encountered during the field experience in accordance with applicable laws and school policies.

Term of Agreement

This agreement applies solely to the field experience described above and will remain in effect for the duration of the student's placement during the academic term of Spring 2026.

Non-Discrimination

Both parties agree to uphold all applicable federal, state, and institutional policies prohibiting discrimination.

Signatures**For St. John's University**

Name: Dr. Olivia G. Stewart

Title: Program Coordinator, Literacy PhD Program

Signature: 

Date: 3/4/2026

Contact: stewarto@stjohns.edu

For Phoenixville Area School District

Name: _____

Title: _____

Signature: _____

Date: _____

Contact: _____