

# **POLICY REGARDING THE PROCESS FOR AWARDING OF COMPENSATION TO DISTRICTS**

*Revised 6/2002*

## **Background**

TSPC Requirements for licensure of all Oregon educators went into effect January 15, 1999. As a consequence of these requirements, the need for practicum and field study sites in area schools and agencies increased. Discussion among all the OUS institutions led to new compensation provisions that include both direct payment of fees and an increased awarding of reduced fee tuition credits directly to the district. These compensations are detailed in the OUS contract executed with each district in which COE students are placed.

## **Policy And Procedure**

Compensation will be awarded by the end of the term following practicum and field study placements. The process outlined below should be followed each term that students are placed in practicum or student teaching assignments for the purpose of obtaining Oregon teaching licensure.

### ***Second Week of Term***

#### ***• By Friday:***

Program/practicum coordinators send their respective academic secretary a list of their students placed in practicum or student teaching assignments for the purpose of obtaining Oregon teaching licensure for the current term. This list should include:

- type of placement (TSPC pay, TSPC non-pay, or other),
- number of credits,
- experience term (winter, spring, fall, summer),
- start and end date of placement,
- district,
- site (building or school),
- supervisor's name,
- cooperating teacher (When a student works with more than one cooperating teacher, please list no more than two names. Only list two teachers if the student's time is spent equally with both teachers, if not, the one with which the student spends the most time should be listed).
- program.

### ***Third Week of the Term***

#### ***➤ By Wednesday:***

Academic Secretaries complete entries in COE student database.

#### ***➤ By Friday:***

Assistant to the associate dean sends preliminary summary of student placements to academic secretaries to distribute to practicum coordinators for verification.

### ***Fourth Week of the Term***

#### ***➤ By Wednesday:***

Practicum coordinators send any change in the student placement list to academic secretaries.

➤ **By Thursday:**

Academic secretaries make necessary changes in the COE student database.

➤ **By Friday:**

Assistant to the associate dean sends preliminary summary of contract services to appropriate person in each school district with a note requesting school district verification of the list.

**Sixth Week of the Term**

➤ **By Wednesday:**

Academic secretaries make necessary changes to the database resulting from school district feedback.

➤ **By Thursday:**

Assistant to the associate dean prints copies of invoice and student list and forwards them to the academic secretaries to distribute to the appropriate program coordinator for his/her review and signature. The academic secretaries make any necessary corrections to the database, according to program coordinator feedback, reprinting the lists, if necessary.

➤ **By Friday:**

Assistant to the associate dean sends list of supervisors and cooperating teachers to the library and Natural History Museum authorizing their access to the library and museum for one calendar year beginning the term after student placement.

Academic secretaries forward a copy of the final lists (approved by the program coordinators):

- to the business managers for payment and
- to the assistant to the associate dean as reduced fee voucher approval.

**Seventh Week of the Term**

School district can inform coordinator of licensure and accreditation of errors. Coordinator of licensure and accreditation then contacts the appropriate program coordinator and academic secretary to verify corrections and makes necessary corrections to database and invoice. Business manager forwards copies of invoices to appropriate accountant for input into accounts payable. UO sends:

- check,
- a list of the students placed in the district and the teachers with whom they were placed,
- a letter explaining payment to district.

**By Second Week of Following Term**

Assistant to the associate dean sends appropriate number of vouchers via registered mail to each school district. The vouchers will be valid five consecutive terms beginning the term after student placement. The following will also be sent with the vouchers:

- a report of the monetary compensation and the reduced fee vouchers due to the school district,
- a list of the students placed in the district and the teachers with whom they were placed,
- procedures for redeeming the vouchers.

