

JUL 12 2001

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois  
COUNTY OF COOK  
AND STATE OF ILLINOISCLINICAL FACILITIES AGREEMENT  
PRESCHOOL EDUCATION PRACTICUM  
WASHINGTON COLLEGE

## THE CHANCELLOR

## REPORTS

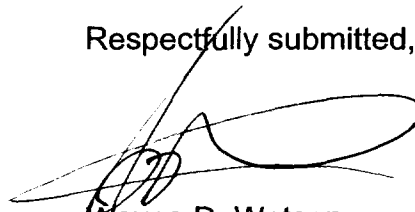
that there is a need for facilities in which students enrolled in the Preschool Education Practicum Program at Washington College can receive clinical experience; and that an Agreement has been negotiated to use facilities at:

- Ounce of Prevention Early Educare Center, 5044 S. Wabash, Chicago  
(Effective June 18, 2001 to July 27, 2001)

## RECOMMENDS

that the Board of Trustees approves said Agreements stating the terms and conditions whereby the above will make facilities available to conduct the Preschool Education Practicum Program at Washington College; and authorize the Chairman to execute said Agreement on behalf of the Board.

Respectfully submitted,

Wayne D. Watson  
Chancellor

July 12, 2001

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BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois

CLINICAL FACILITIES AGREEMENTS  
PRESCHOOL EDUCATION PRACTICUM  
HAROLD WASHINGTON COLLEGE

THE CHANCELLOR

REPORTS

that there is need for facilities in which students enrolled in the Preschool Education Practicum Program at Harold Washington College can receive clinical experience; and that Agreements have been negotiated to use facilities for this program and that the contract term begins June 18, 2001 and expires July 27, 2001:

- Ounce of Prevention Early Educare Center, 5044 S. Wabash St., Chicago, IL

RECOMMENDS: that the Board of Trustees approves said Agreements stating the terms and conditions whereby the above will make facilities available to conduct the Preschool Education Practicum Program at Harold Washington College; and authorize the Chairman to execute said Agreements on behalf of the Board.

Respectfully Submitted,

Wayne D. Watson  
Chancellor

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Respectfully Submitted,

Wayne D. Watson  
Chancellor

**PRESCHOOL EDUCATION PRACTICUM  
AGREEMENT**

between

**THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508,  
COUNTY OF COOK AND STATE OF ILLINOIS  
and**

**Ounce of Prevention Early Educare Center**

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This Agreement is entered into by and between the Board of Trustees of Community College District 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

**Ounce of Prevention Early Educare Center**

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(hereinafter "Agency" to prepare students for positions in the fields of Preschool Education.

It is hereby agreed by the parties as follows:

1. The Agency agrees to provide the Board's students with a practicum experience in preschool education. The Agency shall be responsible for providing classroom teachers.
2. The board agrees to provide to the Agency practicum supervisors and students for the program.
3. The responsibilities for the participants in the Practicum in Preschool Education shall be as follows:
  - a) PRACTICUM SUPERVISOR (Board)
    - 1) Assign student to Agency.
    - 2) Visit student on site at least 3 times per semester.
    - 3) Confer with student and classroom teacher to assess progress.
    - 4) Conduct weekly seminar.
    - 5) Assign tasks, activities, and reports student is to complete weekly.
    - 6) Assign mid-term and final grades in consultation with student and classroom teacher.
  - b) CLASSROOM TEACHER (Agency)

- 1) Orient student to the purposes, philosophy and procedures of the Agency.
  - 2) Arrange with student the specific hours of attendance, to total 20 hours per week, 300 hours per semester.
  - 3) Assign classroom responsibilities and supervise student.
  - 4) Assist student to complete tasks assigned by practicum supervisor
  - 5) Provide materials, equipment, time and space needed to complete assigned tasks.
  - 6) Meet with student on a regular basis to evaluate progress.
  - 7) Meet with practicum supervisor at the time of his/her visits.
  - 8) Keep a record of the student's attendance.
  - 9) Include student in planning sessions and staff meetings when possible and appropriate.
  - 10) Provide written evaluation of student's performance at mid-term and final grading periods.
- c) **STUDENT (Board)**
- 1) Attend Agency 20 hours per week, for a total of 300 hours
  - 2) Arrange with Agency specific hours of attendance.
  - 3) Notify teacher or director in advance of any absence.
  - 4) Notify practicum supervisor if unable to be present on day of scheduled visit.
  - 5) Complete assignments on time as required by classroom teacher and practicum supervisor.
  - 6) Meet with teacher and supervisor to assess progress.
  - 7) Act in mature and ethical manner in relationships with children, staff, and parents.
  - 8) Dress appropriately
  - 9) Attend weekly seminars.
  - 10) Allow time to research and plan activities.
  - 11) Keep up-to-date records of activities in classroom.

4. Each of the Board's students assigned to the Agency's practicum shall have a practicum supervisor who shall be the employee of the Board and who shall be assigned to the student by the board.
5. The duration of the Agency's practicum shall be one semester in length. The practicum shall commence on June 18, 2001 and terminate on July 27, 2001.
6. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.
7. The Agency's employees shall maintain and preserve the

confidentiality of all student records.

8. The Agency reserves the right to terminate any student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Practicum Supervisor, that the student is in violation of any local, state or federal law, Agency or Board rules, or policy, or demonstrates unsatisfactory progress as set forth in the course requirements.
9. The Board reserves the right to terminate any student's practicum prior to completion if it determines that the Agency is not providing an appropriate experience for the student.
10. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between the Agency, Harold Washington College Practicum Supervisor and the student.
11. Insurance – The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Near North Insurance Company policy.
12. This agreement may be terminated by either party upon thirty (30) days written notice sent to the parties at the address below:

**FOR THE BOARD**

Wayne D. Watson  
Chancellor  
City Colleges of Chicago  
and  
Christine A. Franz  
Dean of Instruction  
Harold Washington College  
30 East Lake Street  
Chicago, IL 60601

**FOR AGENCY**

Ounce of Prevention Early  
Educare Center  
5044 S. Wabash  
Chicago, IL 60615  
  
Attn: Courtney Small, Site Admin

13. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.

16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.

17. Contract Term: Begins June 18, 2001  
Expires July 27, 2001

In witness whereof, the parties have executed this

Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

FOR THE BOARD

FOR AGENCY

\_\_\_\_\_  
James C. Tyree  
Chairman

\_\_\_\_\_  
«Site»

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
General Counsel  
Approve as to Legal Form

\_\_\_\_\_  
Eileen Sawaryn (Student)