



## EXHIBIT "E"

OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: SEPTEMBER 24, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MEMORANDUM OF UNDERSTANDING AGREEMENT – THE SCHOOL  
BOARD OF DESOTO, HARDEE, HIGHLANDS COUNTY

Approval is requested to **renew** the memorandum of understanding agreement (MOUs) between The School Board of DeSoto, Hardee, and Highlands County and South Florida State College. The MOUs for SFSC's Bachelor of Science in Elementary Teacher Education (BSETE) program for the three service counties: DeSoto, Hardee, and Highlands.

These agreements continue the partnership between SFSC and each respective school board for the placement of teacher candidates enrolled in the BSETE program into clinical experiences within the districts. The MOUs outline the roles and responsibilities of both parties to ensure high-quality field experiences that support candidate development and program standards.

**SUGGESTED MOTION:**

**Move to approve the agreement between The School Board of DeSoto, Hardee, and Highlands County and South Florida State College as presented.**



**Memorandum of Understanding  
Between South Florida State College (SFSC)  
and The School Board of DeSoto County**

**For Placement of Teacher Candidates in the Bachelor of  
Science in Elementary Teacher Education (BSETE) Program**

**I. Purpose**

This Memorandum of Understanding (MOU) establishes the partnership between South Florida State College (SFSC) and The School Board of DeSoto County for the placement of teacher candidates enrolled in the Bachelor of Science in Elementary Teacher Education (BSETE) program into clinical experiences within the district. The MOU outlines the roles and responsibilities of both parties to ensure high-quality field experiences that support candidate development and program standards.

**II. Responsibilities of The School Board of DeSoto County**

**Assign Qualified Host Teachers (HTs):** Ensure that teacher candidates are placed with HTs who meet the following criteria:

- Hold a valid Florida Educator's Certificate in the appropriate subject and grade level.
- Have a minimum of three (3) years of successful classroom teaching experience.
- Hold an ESOL Endorsement or an ESOL K-12 Certification Area.
- Demonstrate effective classroom management, creating a positive and structured learning environment conducive to student engagement and success.
- Demonstrate excellent delivery of instruction, including the use of effective instructional strategies, differentiation, and evidence of student learning.
- Demonstrate instructional effectiveness as evidenced by performance evaluations, student achievement data, or other approved indicators.
- Demonstrate capacity to serve as a mentor, including strong communication skills, professional integrity, and a commitment to supporting the development of teacher candidates.
- Participate in shared professional development with SFSC, including training in mentoring strategies, providing high-quality feedback, and understanding expectations for candidate performance.
- Attend a mandatory orientation session facilitated by SFSC prior to the start of the internship.

**Facilitate Clinical Placement:** Collaborate with SFSC to ensure timely and appropriate placement of candidates. Allow reasonable access for SFSC faculty and supervisors to observe and support candidates during their internship.

**ESOL Support:** Ensure that all Internship III (final internship) placements occur in classrooms where candidates can engage with ESOL students and be mentored by a teacher who holds

ESOL credentials. If no full-term placements with ESOL-credentialed teachers are available, ensure that candidates are provided with at least two weeks of guided experience with a qualified ESOL-credentialed HT.

**Professional Communication and Feedback:** Communicate any concerns regarding candidate performance or placement issues to SFSC in a timely manner. Participate in evaluation and feedback processes to support continuous improvement of the partnership.

### III. Responsibilities of South Florida State College

**Prepare Candidates for Clinical Practice:** Ensure that candidates have completed required coursework and pre-internship field experiences. Provide documentation and schedules to the district in a timely manner.

**Support Host Teachers:** Provide orientation and ongoing support for HTs, including guidance on mentoring and assessment. Offer professional development opportunities jointly with the district where appropriate.

**Supervise and Evaluate Candidates:** Assign qualified college supervisors to observe and evaluate candidates in collaboration with HTs. Ensure that supervisors provide constructive feedback and assess candidate performance in alignment with program standards.

**Maintain Open Communication:** Maintain regular communication with district liaisons, school leaders, and HTs to address any issues that may arise during the placement. Seek feedback on the clinical experience process to improve program quality and partnership alignment.

### IV. Term and Termination

This agreement shall be effective as of the date signed by both parties and will remain in effect for ten (10) years, unless terminated by either party with thirty (30) days' written notice.

### V. Signatures

For South Florida State College:

Name: Fred Hawkins

Title: President

Signature: 

Date: 9/28/25

For The School Board of DeSoto County:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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



**Memorandum of Understanding  
Between South Florida State College (SFSC)  
and The School Board of Hardee County**

**For Placement of Teacher Candidates in the Bachelor of  
Science in Elementary Teacher Education (BSETE) Program**

**I. Purpose**

This Memorandum of Understanding (MOU) establishes the partnership between South Florida State College (SFSC) and The School Board of Hardee County for the placement of teacher candidates enrolled in the Bachelor of Science in Elementary Teacher Education (BSETE) program into clinical experiences within the district. The MOU outlines the roles and responsibilities of both parties to ensure high-quality field experiences that support candidate development and program standards.

**II. Responsibilities of The School Board of Hardee County**

**Assign Qualified Host Teachers (HTs):** Ensure that teacher candidates are placed with HTs who meet the following criteria:

- Hold a valid Florida Educator's Certificate in the appropriate subject and grade level.
- Have a minimum of three (3) years of successful classroom teaching experience.
- Hold an ESOL Endorsement or an ESOL K-12 Certification Area.
- Demonstrate effective classroom management, creating a positive and structured learning environment conducive to student engagement and success.
- Demonstrate excellent delivery of instruction, including the use of effective instructional strategies, differentiation, and evidence of student learning.
- Demonstrate instructional effectiveness as evidenced by performance evaluations, student achievement data, or other approved indicators.
- Demonstrate capacity to serve as a mentor, including strong communication skills, professional integrity, and a commitment to supporting the development of teacher candidates.
- Participate in shared professional development with SFSC, including training in mentoring strategies, providing high-quality feedback, and understanding expectations for candidate performance.
- Attend a mandatory orientation session facilitated by SFSC prior to the start of the internship.

**Facilitate Clinical Placement:** Collaborate with SFSC to ensure timely and appropriate placement of candidates. Allow reasonable access for SFSC faculty and supervisors to observe and support candidates during their internship.

**ESOL Support:** Ensure that all Internship III (final internship) placements occur in classrooms where candidates can engage with ESOL students and be mentored by a teacher who holds

ESOL credentials. If no full-term placements with ESOL-credentialed teachers are available, ensure that candidates are provided with at least two weeks of guided experience with a qualified ESOL-credentialed HT.

**Professional Communication and Feedback:** Communicate any concerns regarding candidate performance or placement issues to SFSC in a timely manner. Participate in evaluation and feedback processes to support continuous improvement of the partnership.

### III. Responsibilities of South Florida State College

**Prepare Candidates for Clinical Practice:** Ensure that candidates have completed required coursework and pre-internship field experiences. Provide documentation and schedules to the district in a timely manner.

**Support Host Teachers:** Provide orientation and ongoing support for HTs, including guidance on mentoring and assessment. Offer professional development opportunities jointly with the district where appropriate.

**Supervise and Evaluate Candidates:** Assign qualified college supervisors to observe and evaluate candidates in collaboration with HTs. Ensure that supervisors provide constructive feedback and assess candidate performance in alignment with program standards.

**Maintain Open Communication:** Maintain regular communication with district liaisons, school leaders, and HTs to address any issues that may arise during the placement. Seek feedback on the clinical experience process to improve program quality and partnership alignment.

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### V. Signatures

For South Florida State College:

Name: Fred Hawkins

Title: President

Signature: [Signature]

Date: 9/25/25

For The School Board of Hardee County:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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



**Memorandum of Understanding  
Between South Florida State College (SFSC)  
and The School Board of Highlands County**

**For Placement of Teacher Candidates in the Bachelor of Science  
in Elementary Teacher Education (BSETE) Program**

**I. Purpose**

This Memorandum of Understanding (MOU) establishes the partnership between South Florida State College (SFSC) and The School Board of Highlands County for the placement of teacher candidates enrolled in the Bachelor of Science in Elementary Teacher Education (BSETE) program into clinical experiences within the district. The MOU outlines the roles and responsibilities of both parties to ensure high-quality field experiences that support candidate development and program standards.

**II. Responsibilities of The School Board of Highlands County**

**Assign Qualified Host Teachers (HTs):** Ensure that teacher candidates are placed with HTs who meet the following criteria:

- Hold a valid Florida Educator's Certificate in the appropriate subject and grade level.
- Have a minimum of three (3) years of successful classroom teaching experience.
- Hold an ESOL Endorsement or an ESOL K-12 Certification Area.
- Demonstrate effective classroom management, creating a positive and structured learning environment conducive to student engagement and success.
- Demonstrate excellent delivery of instruction, including the use of effective instructional strategies, differentiation, and evidence of student learning.
- Demonstrate instructional effectiveness as evidenced by performance evaluations, student achievement data, or other approved indicators.
- Demonstrate capacity to serve as a mentor, including strong communication skills, professional integrity, and a commitment to supporting the development of teacher candidates.
- Participate in shared professional development with SFSC, including training in mentoring strategies, providing high-quality feedback, and understanding expectations for candidate performance.
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**Facilitate Clinical Placement:** Collaborate with SFSC to ensure timely and appropriate placement of candidates. Allow reasonable access for SFSC faculty and supervisors to observe and support candidates during their internship.

**ESOL Support:** Ensure that all Internship III (final internship) placements occur in classrooms where candidates can engage with ESOL students and be mentored by a teacher who holds

ESOL credentials. If no full-term placements with ESOL-credentialed teachers are available, ensure that candidates are provided with at least two weeks of guided experience with a qualified ESOL-credentialed HT.

Professional Communication and Feedback: Communicate any concerns regarding candidate performance or placement issues to SFSC in a timely manner. Participate in evaluation and feedback processes to support continuous improvement of the partnership.

### III. Responsibilities of South Florida State College

Prepare Candidates for Clinical Practice: Ensure that candidates have completed required coursework and pre-internship field experiences. Provide documentation and schedules to the district in a timely manner.

Support Host Teachers: Provide orientation and ongoing support for HTs, including guidance on mentoring and assessment. Offer professional development opportunities jointly with the district where appropriate.

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### V. Signatures

For South Florida State College:

Name: Fred Hawkins

Title: President

Signature: [Signature]

Date: 9/25/25

For The School Board of Highlands County:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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