



UNIVERSITY OF MINNESOTA

Institutional Affiliation Arrangements

This document outlines the responsibilities between the Home Institution and the University of Minnesota, Morris Global Student Teaching and Global Practicum Program (UMM GST). Each party will be responsible for all claims, actions, and direct damages caused by the responsible party's negligence, willful wrong-doing or breach of this affiliation. UMM shall not discriminate on the basis of race, religion, creed, color, sex, national origin, disability, age, marital status, public assistance status, veteran status, or sexual orientation.

Home Institution Contact Information

Name of Institution Valley City State University
 Contact Name & Title Kim B. Knodle, Director of Field Exp. Email Address kim.b.knodle@vcsu.edu
 Street Address 101 College Street SW, Valley City, ND 58072
 Phone Number 701.845.7186 Emergency Phone Number 701.840.7247
 Fax Number 701.845.7190 Send invoice to this address.

Programs

Check the boxes for the programs and terms the Home Institution endorses.

	Fall Semester	Spring Semester	May Session*	Summer Session
Australia: Global Student Teaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Australia: Global Practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ghana: Global Student Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ghana: Global Practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ireland: Global Student Teaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ireland: Global Practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italy: Global Student Teaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italy: Global Practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Zealand: Global Student Teaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Zealand: Global Practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poland: Global Student Teaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poland: Global Practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spain: Global Student Teaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spain: Global Practicum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Global Student Teaching for all locations is NOT available for May Session.

*The UMM GST will perform
the following as mutually agreed upon by the appointed liaisons*

U of M—Academic & Administrative

- Administer the program(s).
- Collaborate in identifying specific student teaching and practicum assignments, learning activities and evaluations to meet the requirements of the Home Institution.
- Provide advising services in program selection to interested students.
- Provide curriculum information developed to assist in course approval.
- Provide enhanced support, information, and assistance for students with access challenges.
- Provide inclusive fee and budget information (see <http://www.morris.umn.edu/GST/deadlinesfees/>).
- Accept and place only students who have satisfactorily completed all required prerequisite courses and any other academic requirements and have been recommended by faculty for placement in the student teaching or practicum experience.
- Review complete applications, make final selection of program participants, and provide acceptance and orientation information and materials to participating students.
- Arrange student teaching and practicum placements with cooperating teachers who match pre-service teachers' license areas and arrange for UMM supervisors to oversee the student teaching/practicum placement. The number of students placed for student teaching and practicum experiences is dependent upon available placements in each host country.
- Ensure the duration and the timing of the student teaching and practicum experience meet the requirements of the Home Institution.
- Send participating institution a list of confirmed students.
- Provide visa assistance and regional resources as appropriate.
- Provide, for a fee, mandatory international health insurance coverage for students per University policy.
- Assist students with housing and assist with other logistical needs or problems students may encounter while on the program.
- Register students in all selected courses—students cannot cancel from courses:
 - Students canceling from a course after the drop date will receive W's (Withdraw) on the transcript
 - Students not completing their coursework will receive I's (Incomplete) on the transcript
 - Incompletes becomes F's (Failure) after one academic year and cannot be changed
- Monitor student participation and progress in the program and inform the Home Institution if student participation is unsatisfactory, if a student has been provided with warnings, has been expelled from the program; or if a student has withdrawn.
- After reasonable advance notice to Home Institution, the UMM may exclude from participation any student whose performance is determined to not meet application guidelines; who fails to comply with proper channels of communication with established UMM policies and procedures or with appropriate ethical standards; or whose performance is otherwise unsatisfactory, including any student who is unable to maintain compatible working relationships with identified cooperating teachers or UMM supervisors; or whose health status may prevent required attendance and the student's successful completion of the student teaching/practicum experience.
- To provide, to the best of the UMM's ability, the Home Institution with information regarding the students' experience, including formative and summative evaluations upon completion of the student teaching/practicum experience.

U of M—Communications & Promotion

- Serve as liaison with Home Institution.
- Provide the Home Institution with updated brochures.
- Provide support in updating web information and links.
- Provide campus visits.
- Provide Home Institution updates including changes or improvement in program process.
- Provide application procedures support and information.
- Provide travel support and information.
- Inform the Home Institution of any crisis or emergency related to their students as well as if a program needs to be cancelled, students need to be evacuated, or different program arrangements including delivery of the academic program need to be made.
- Consult with the Home Institution before suspending one of their students, except where consultation is not reasonably possible under the circumstances.

The Home Institution will perform the following as mutually agreed upon by the appointed liaisons

Home Institution—Academic & Administrative

- Nominate its own students for participation, but final admission to the program is determined by the UMM.
- Assist students with application materials and submit them to the UMM.
- Collaborate with the UMM in the selection of learning assignments and program evaluations which met the needs of the Home Institution.
- Advise students on financial aid policies when participating on off-campus programs.
- Encourage students to truthfully complete all UMM forms including disclosure of any documented disability, preexisting health condition, etc.
- Communicate with UMM GST Director regarding changes in Home Institution's policies that may impact program participation.
- Acknowledge that students are subject to the rules and regulations of the UMM Academic Code of Conduct (<http://www.morris.umn.edu/GST/CodeOfConduct.doc>) while abroad, and that the UMM has the authority to suspend or terminate a student for academic deficiencies, behavioral violations, or other sufficient reasons subject to certain procedures afforded to the student.
- Where requested by UMM GST Director, provide assistance to encourage students to facilitate completion of program requirements.
- Inform students of any Home Institution requirements which they must complete while on a study abroad program. The UMM is not responsible for conveying this information to students or for monitoring its implementation.
- Pay program fees invoked for all Home student participants (if third party billing agreement is set up) or to inform Home students they will pay the UMM directly for tuition in addition to application and insurance fees.

CHECK ALL THAT APPLY:

- Disclosure prior disciplinary record of any student, if known.
- Ensure that students are enrolled to allow for disbursement of financial aid to students' account.
- Invite UMM GST staff to participate in study abroad fairs.
- Invite UMM GST staff to make institutional visits and set up appropriate meetings with faculty and staff.
- Provide UMM GST Director with emergency contact person in case a situation occurs when offices are not open.
- Process student financial aid and allow applicable aid to be applied to the student's program fees.

Home Institution—Communications & Promotion

- Include UMM GST endorsed programs with any published institutional program list. Promote UMM GST programs at promotional events or opportunities, including fairs, information sessions, or informational tables as appropriate.
- Actively encourage students to participate in UMM GST program(s).
- Distribute program information/brochures to relevant faculty and staff on campus.

Financial Arrangements

The UMM allows for billing options. Choose each cost** you would like billed to your institution and which you would like billed to the students directly. If nothing is chosen, the student will be billed directly.

	Student	Institution
Application Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**All other costs (airfare, room and board, passport, visa fees, spending money, etc.) are the direct responsibility of the participant.

Procedures for Third Party Billing

- All student billing is done via the University of Minnesota student billing system.
- When a Home Institution agree to pay all or a portion of the student's fees, a Third Party Contract must be set up in the student finance billing system.
- All fees are required to be billed to the student's account. The University of Minnesota cannot invoice another party without documentation appearing on the student's account.
- The Third Party Contract is applied as a credit to the student's account.
- The student has the ability to print out an invoice and submit it to the Home Institution for payment if no agreement is in place.
- The Home Institution agrees to accept the financial liability for any students who cancel after confirming their placement on a program when agreeing to make payment for the student.
- The program application fee must to be paid prior to making a placement.
- All students are required to initiate their University of Minnesota email account. Students also must initiate their account at OneStop.umn.edu to view and make payment of any charges to their student financial account. Email is the official mode of communication for the University of Minnesota. Students are notified of these processes when they are accepted into a program. Students failing to initiate their account and not make payments according to the published schedule will accrue late fees and can be dis-enrolled by the University of Minnesota.
- The Home Institution will make payment to the University of Minnesota Student Finance Office according to their payment procedures. Institutions usually receive invoices approximately ten weeks after a term begins on the main campus. If Home Institution needs a copy of an invoice prior to this date, the student can print out and give it to the appropriate office. The Home Institution payment will occur as a credit on the student's account whether paid or not as it reflects balance due by the student.
- If the student cancels/withdraws from the program at any time after the UMM Cancellation/Refund policy goes into effect, the Home Institution will be responsible for any fees associated with the student's cancellation if making payment on behalf of the student. The student will be required to file/submit a Refund Appeal form for any potential adjustments (extenuating circumstances only) to be made to their account.
- The Home Institution should make students aware of the UMM Cancellation/Refund policy and their responsibility, even though Home Institution may be paying on behalf of the student.
- The University of Minnesota Office of the Registrar does not release a transcript until a student's account is paid in full. The UMM GST does not have the ability to waive or request exceptions to this policy.
- Refund checks will be issued to the Home Institution when payment is made by the Home Institution. However, if both the Home Institution and student make payment, the refund will be divided appropriately and sent to both parties.

The agreement shall be effective as of the date shown below and shall remain in effect for one (1) year and automatically renew annually thereafter, unless terminated earlier. It may be terminated by either party upon at least six (6) months' written notice to the other party.

University of Minnesota, Morris

Global Student Teaching and Global Practicum Program

Institution

Carol E. Cook

Carol Cook, GST Director

November 4, 2014

Date

Home Institution

Valley City State University

Institution

Dr. Gary Thompson

Signature

Gary Thompson *Dean of Educ.*

Print Name

Title

Nov. 5, 2014

Date

Return signed electronic copy to Carol Cook, GST Director at cookce@morris.umn.edu.

Global Student Teaching
University of Minnesota, Morris
www.morris.umn.edu/GST/