

## **MEMORANDUM OF AGREEMENT**

### **Teachers Empowered to Achieving Masters (TEAM) Program Application**

#### **Fort Hays State University and USD 489**

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The purpose of this Memorandum of Agreement is to facilitate the access of graduate level courses to full-time qualified teachers within USD 489.

#### **Program**

To offer Ellis county teachers the encouragement and financial assistance to complete a graduate program through a collaborative agreement between the Ellis County School or school district and Fort Hays State University (FHSU). To qualify, employees must be full-time teachers, approved by building and district administration, and seeking a graduate degree through FHSU or up to 18 graduate credit hours in a high needs area based on anticipated openings and lack of qualified applicants, as designated by the district. Teachers must apply and be accepted to the FHSU Graduate School.

#### **FHSU is responsible for:**

- Providing a single point of contact for the program;
- Assisting with the development of promotional materials;
- Funding \$75 of the cost of each credit hour taken in the graduate program by participants of the program;
- Invoicing the district each semester;
- Hosting a program planning meeting to be held in the spring of each year.

#### **USD 489 is responsible for:**

- Providing a single point of contact for the program;
- Sending an approved list of teachers for the program by August 1<sup>st</sup> for the fall and Intersession, December 1<sup>st</sup> for the spring session, and April 6<sup>th</sup> for summer sessions;
- Funding \$75 of cost of each credit hour successfully completed in the graduate program by participants of the program;
- Promoting the program to current and new teachers within the District;
- Participating in the yearly program planning meeting.

#### **Program Participating Teachers are responsible for:**

- Completing admissions process into the program – this includes enrollment and fees to the graduate school;
- Payment of all fees not paid as stated above (this scholarship program may not be used in conjunction with another FHSU scholarship program);
- Successful completion of enrolled courses;
- Adhere to and uphold FHSU Graduate School policies and procedures as outlined in the university catalog.

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

Applicant's Current School Assignment: \_\_\_\_\_

Applicant's College Degree(s) \_\_\_\_\_

Please list current licenses and certifications and expiration dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Please specify your concurrent credit content area or interest (mark N/A if not applicable):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Please specify which master's program you will seek (mark N/A if not applicable):

\_\_\_\_\_  
\_\_\_\_\_

Upon successful completion of each course, this teacher will automatically qualify for subsequent courses until the completion of the master's degree is obtained **or** the approved 18 graduate credit hours are successfully completed.

I understand that by signing this form, I agree to all the conditions listed under the **Program Participating Teachers** section of the Memorandum of Agreement. (Please have the building principal sign this application before remitting to the district office for final signatures.)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fort Hays State University Authorized Signature

\_\_\_\_\_  
Date