Memorandum of Understanding 2016-2017

Purpose of Memorandum of Understanding
It is the purpose of this Memorandum of Understanding to delineate the terms and conditions of service-learning placements of Michigan State University students through the Michigan State University Center for Service-Learning and Civic Engagement (hereafter referred to as the CSLCE) and the ** (hereafter referred to as “community partner”) in the 2016-2017 academic year.

** Please indicate agency/organization name.

What is Service-Learning?
Service-learning is a teaching method that combines academic coursework with the application of institutional resources (e.g., knowledge and expertise of students, faculty and staff, political position, buildings and land) to address challenges facing communities through collaboration with these communities. This pedagogy focuses on critical, reflective thinking to develop students’ academic skills, sense of civic responsibility, and commitment to the community.

How Are Service-Learning Students Different from Other Volunteers?
- Service-learning students serve with a community partner organization as part of a class they are taking at MSU. Community engagement directly connects to what is learned in the classroom.
- Community partners help create activities that engage students in addressing real community needs.
- Community partners are considered a co-educator for service-learning students. Therefore, we strongly encourage community partners to learn about what the students are studying in class, and then engage them in on-site reflection activities. As a best practice, faculty are encouraged to share their syllabus with community partners so that organizations can fulfill the co-educator role.
- Most students in service-learning classes are expected to serve 2 to 3 hours per week during the semester of their service-learning class. However, credit is not given simply for completing service hours, but for the learning that takes place. Because the semester goes by quickly, it is very important that community partners plug service-learning students into opportunities in a timely manner.
- To support students and the projects they are engaged in, community partners designate an on-site supervisor that students work with during the semester while serving with their organization.

The Community Partner Agrees to:
- Provide a viable experience for the MSU student that is mutually beneficial for the student and the community partner making the request.
- Provide a service-learning placement for the duration of the semester, recognizing that most students need to complete an average of 2 to 3 hours of service per week in order to fulfill their course expectations.
- Not utilize service-learning students referred by the CSLCE to replace previously paid staff.
- Act affirmatively in providing equal opportunities; not discriminating on the basis of race, religion, age, sex, sexual orientation, national origin, mental or physical disabilities within the limits of the community partner’s mission.
- Limit clerical tasks to 20% or less.
- Not utilize students for direct solicitation.
- Respond to students within three business days after initial contact.
- Keep CSLCE academic staff informed of any changes within your organization that affect your ability to
continue with the service-learning activities.

- Provide students with orientation and site-specific training related to the position.
- Provide students with on-site supervision by community partner staff. It is imperative that MSU students engage with clients only when community partner staff is on the premises.
- Provide the CSLCE with the names of all MSU students engaged in a service-learning experience at the organization, whether or not the students were referred directly by the CSLCE.

The MSU Center for Service-Learning and Civic Engagement (CSLCE) Agrees to:

- Provide campus publicity and recruitment for the community partner request outlined in the submitted position description.
- Provide students with information about the nature of the organization and service position posting(s) and inform students of related openings and closings.
- Provide basic criminal background checks, if required, through MSU Human Resources per the criteria outlined in the addendum.
- Assist with orientations where applicable. (This assistance generally occurs where there are multiple students serving at the same site or within the same system, e.g., hospitals, school districts.)
- Consult with students and community partner staff and provide support/intervention as needed.
- Record the dates/semesters of service performed by the individual student. (Community partner assistance is critical in verifying this information.) Records of Service will be provided to students upon request.
- Provide MSU students with free T.B. skin tests (if required) in partnership with Olin Health Center.
- Provide bus tokens for travel to/from the community partner through the generosity of the Capital Area Transit Authority.
- Provide liability coverage for students placed at Site for service-learning experiences.

Community Partner Contact Information

Authorized Organizational Leader Name

Phone Number

Email Address

MSU CSLCE Contact Information

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