MEMORANDUM OF UNDERSTANDING

PURPOSE
This Memorandum of Understanding outlines the terms and conditions of Community Engaged Learning (CEL) experiences for students registered through the Michigan State University (MSU) Center for Community Engaged Learning (CCEL) serving with ________________________________ (hereafter referred to as “community partner”) in the 2019 – 2020 academic year.

THE CCEL AGREES TO:

a. Promote approved community engaged learning opportunities to MSU students.
b. Assist with community partner orientation/training where applicable.
c. Facilitate relationship-building among students, faculty, and community partners.
d. Provide criminal background checks through MSU Human Resources for students serving with vulnerable populations per the criteria outlined by MSU HR on the CCEL’s website: [https://servicelearning.msu.edu/community-partners/criminal-background-checks](https://servicelearning.msu.edu/community-partners/criminal-background-checks)
e. Provide MSU students with free T.B. skin tests (if required) in partnership with MSU Olin Health Center.
f. Make community organization sites more accessible to students by distributing free CATA bus tokens and making limited van shuttle routes available at no cost.
g. Provide indemnification for MSU students serving with approved community partners. For more information visit: [https://trustees.msu.edu/policy-manual/02-17-01.html](https://trustees.msu.edu/policy-manual/02-17-01.html)
h. Provide best practices for faculty, students, and staff to engage with the greater community.
i. Provide adequate training for partner staff to use CCEL registration systems, processes, and protocols.
j. Provide MSU students with orientation to community engaged learning.

THE COMMUNITY PARTNER AGREES TO:

a. Provide a community engaged learning experience that benefits the community partner and MSU student(s).
b. Provide a community engaged learning experience that follows MSU/CCEL calendar/deadlines.
c. Designate a main person of contact for the organization/service site.
d. Not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight in compliance with MSU HR policy: ([https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html](https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)).
e. Keep CCEL staff informed of changes that would affect the community engaged learning opportunity.
f. Keep volunteer opportunities current within CCEL registration systems.
g. Provide attendance verification and student performance evaluation as requested.
h. Provide students with on-site staff supervision.
i. Provide the CCEL with names of all MSU students serving at the organization, whether or not the students were registered with the CCEL.
j. Provide students with site specific training and orientation, including, at minimum, an overview of agency’s mission/vision/purpose and connecting the student service experience to the agency’s mission/vision/purpose.
k. Provide a safe environment for MSU students and ensure that all staff, representatives, and other volunteers have met the requirements for appropriate background checks (criminal, sex offender registry, i.e. ICHAT, OTIS, and NSOPW).
l. Have an emergency plan in place for providing safety to MSU college students.
m. Provide reasonable restroom facility options for students.
n. Provide tools and equipment where applicable.
o. Send a representative to an annual community partner workshop hosted by CCEL.
p. Adhere to additional program requirements for specific experience types (e.g., Days of Service, Alternative Spartan Breaks).

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Community Partner

Authorized Representative Signature

Print Name

Title

Center for Community Engaged Learning

Authorized Representative Signature

Renee C. Brown

Print Name

Director

Title

MICHIGAN STATE UNIVERSITY

Date

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Community Partner (If different from authorized signature)

Print Name

Email

Phone

CCEL PRIMARY CONTACT PERSON

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