Memorandum of Understanding—Spring 2015

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 Spring 2015 semester.**

**Please indicate agency/organization name.**

What is Service-Learning?

Service-learning is a teaching method that combines community service with academic coursework and focuses on critical, reflective thinking and civic responsibility. Service-learning classes involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community.

How Are Service-Learning Students Different from Other Volunteers?

Service-learning students differ from other volunteers in the following ways:

- Service activities are connected to course learning goals through reflection. Credit is not given simply for completing service hours, but for the learning that takes place.
- Community partners who are considered a co-educator for service-learning students. We strongly encourage community partners to learn about what the students are studying in class, and then engage them in on-site reflection activities.
- Most service-learning students are expected to serve 2 to 3 hours per week during the semester of their service-learning class. Placements last for the duration of the semester. Because the semester goes by quickly, it is very important that community partners plug service-learning students into concrete volunteer activities in a timely manner.

The Community Partner Agrees to:

- Provide a viable experience for the MSU student(s) that is mutually beneficial for the student(s) 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/volunteers 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.
- Cover MSU service-learning students under the liability coverage for volunteers, staff and/or visitors as applies to the situation.
- Accept sole responsibility for volunteers and their actions once they are referred to the community partner, and hereby waive and release Michigan State University from liability, claims or cause of actions.
• Respond to students within three business after initial contact.
• Keep CSLCE academic staff informed of any changes within your organization.
• 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 serving 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 background of the organization, service position posting(s), and keep students informed 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 vouchers to obtain 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.

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<tr>
<th>Community Partner Contact Information</th>
<th>MSU CSLCE Contact Information</th>
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<tbody>
<tr>
<td>Authorized Organizational Leader Name</td>
<td>Nicole Springer</td>
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<tr>
<td>Phone Number</td>
<td>CSLCE Associate Director</td>
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<td>Authorized Organizational Leader Signature</td>
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