

Memorandum of Understanding 2017-2018

Purpose of Memorandum of Understanding

It is the purpose of this Memorandum of Understanding to delineate the terms and conditions of community engaged 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 2017-2018 academic year.

* Please indicate agency/organization name.

The Community Partner Agrees to:

- Provide a community engaged learning experience for the MSU student(s) that is reciprocal in nature by benefitting both the community partner and the student.
- Provide a community engagement experience for the duration of the semester that follows the timeline as laid out by the CSLCE.
- Commit to engaging students in ways that do not displace paid staff.
- Not discriminate on the basis of age, color, gender, gender identity¹, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
- 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 staff informed of any changes within your organization.
- Provide students with orientation and site-specific training related to their placement.
- Provide students with on-site supervision by community partner staff responsible for attending to student logs and evaluation.
- Restrict MSU student interaction with clients to times when community partner staff is present 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 students with information about the nature of the organization, placement posting(s), and keep students informed of related openings and closings.
- Provide basic criminal background checks through MSU Human Resources per the criteria outlined on the CSLCE’s website here: <https://servicelearning.msu.edu/community-partners/criminal-background-checks>.
- Assist with community partner 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.)
- Facilitate appropriate and productive relationships with students, faculty, and community partners.
- 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 university liability coverage for students placed at Site for community engaged learning experiences.

¹Gender stereotyping is impermissible discrimination based on a failure to conform to stereotypical gender norms.

Signatures:

Community Partner Contact Information

Authorized Organizational Leader Name

Phone

Email

Signature of Authorized Representatives Community Partner

Authorized Organizational Leader Name

Print Name

Position Title

Date

MSU CSLCE Contact Information

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Renee C. Zientek, Director
MSU Center for Service-Learning & Civic
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Date

June Youatt, PhD.
Provost & Vice President, Academic Affairs

Date