

Memorandum of Understanding

COMMUNITY PARTNER AGREEMENT

WHEREAS, the Board of Trustees of Carroll Community College (hereinafter referred to as "College") and _____ (hereinafter referred to as "Facility") desires to set out in writing the terms and respective responsibilities of the two institutions for the service-learning of students in the Center for Service-Learning Program of Carroll Community College.

A. Facility Responsibilities:

1. Provide students with a worthwhile and challenging service task that meets the students' learning objectives.
2. Interview and screen student applicants to verify suitable matches between the needs of the agency and the educational objectives of the student.
3. Provide students with a supervisor during their service.
4. Orient students to the agency's rules, policies, procedures, methods and operations, community issues, and population served.
5. Complete and sign the Service-Learning Placement Agreement, Hours Log and Student Evaluation (these forms will be provided by the student).
6. Provide a safe and appropriate working environment.

B. College Responsibilities:

1. Assist in developing potential service-learning projects to enhance classroom-learning objectives.
2. Provide orientation for agency supervisors to include the goals of service-learning and our expectations of participating agencies.
3. Support agencies throughout the placement process, including monitoring of student activities to ensure that the service-learning experience is beneficial for everyone. The service site may terminate student service at any time, for good cause.
4. Take action regarding any student whose performance record or conduct does not justify continuance in clinical education at the Facility.
5. Support rules and regulations governing students that are mutually agreed upon between the College and the Facility.

C. Student's Responsibility

1. Follow the administrative policies, standards and practices of the Facility.
2. Be responsible for transportation, living, and eating arrangements when not provided by the Facility.
3. Sign the Service-learning Release Form and the Service-learning Placement Agreement.

D. General Provisions:

1. The initial term of this agreement shall be for a period of one year to commence on or about the date this agreement is executed. After the initial term has expired, the agreement will automatically renew for four one-year renewal periods.
2. This Agreement shall be reviewed by both parties annually. This Agreement may be amended as College and Contractor mutually agree in writing. Except for the specific provision amended, the Agreement shall remain in full force and effect after such amendment subject to the same laws, obligations, conditions, provisions, rules and regulations, as it was prior to said amendment.
3. Either party may terminate this Agreement for any reason in accordance with this clause by providing sixty days written notice of intention to terminate to the other party.
4. The terms of this Agreement shall be interpreted and enforced according to the laws of the State of Maryland.
5. The dismissal of a student for academic or disciplinary reasons is the responsibility of the college, but the Facility maintains the right to remove a student from the Service-Learning Placement portion of the program if a student's behavior should be in violation of existing rules and regulations of the Facility in such matters as procedures, policies, conduct, manner of dress and in other such respects as the Facility may require to prevent interference with its operations. The Facility agrees to provide a reasonable explanation substantiating the termination of a student's placement with the Facility in writing.

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6. The Facility and College agree that there shall be no discrimination on the basis of race, color, creed, sex, national origin, or handicap, in the assignment, acceptance, and activities of students in the program established by this Agreement.
7. The College and the Facility shall agree upon the number of students.
8. The Facility agrees to indemnify and hold harmless Carroll Community College, its trustees, officers, agents and employees from and against all claims. Demands, causes of action, damages, liabilities, costs and suits arising out of, occurring or resulting from and personal injury or damages directly caused by a student within the scope of a Community Partnership placement.

Your signature below demonstrates your understanding and agreement with the above listed provisions. We welcome you as a partner in education with Carroll Community College.

Agency Name

Agency Supervisor (please print)

Supervisor Email Address

Phone Number

Agency Supervisor Signature

Date

Center for Service-Learning

Date



The Center for Service-Learning at Carroll Community College
is funded by a
Corporation for National and Community Service,
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