

## **University – Community – Students:**

### **Working together to benefit all . . .**

#### **The Partnership for Civic Engagement**

The following **Memorandum of Understanding** combined with the **Engagement Description** constitute the agreement among the Partnership for Civic Engagement, community sponsors, students, and faculty members to define and guide community engagement activities.

These documents set forth the conditions and responsibilities that are required to support successful community engagement activities by UMF students.

#### **MEMORANDUM OF UNDERSTANDING**

#### **(COMMUNITY SPONSORING ORGANIZATION)**

**and**

#### **UNIVERSITY OF MAINE AT FARMINGTON**

This Agreement made and effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between (the Community Sponsor Organization), and the UNIVERSITY OF MAINE SYSTEM, acting by and through the University of Maine at Farmington, Partnership for Civic Engagement (UMF), shall be for the purpose of establishing a community-based sustainable development activity intended to be mutually beneficial to UMF students and to the community (the Sponsored Activity).

This Agreement shall commence on \_\_\_\_\_ (the “Effective Date”) and shall remain in effect for five (5) years. This Agreement may be renewed by mutual written agreement of both parties.

The Community Sponsor Organization will provide one or more of the following Sponsored Activities for UMF students:

Volunteer Activity – UMF students volunteer for a wide range of community service projects. Students do not receive academic credit for this work nor are they compensated financially.

Service Learning Activity – This refers only to student service activities that occur as a part of a regular academic course. Students receive academic credit for this work but there is no financial compensatio

Internships – Internships involve placement of a UMF student in a community work setting. Internships may, at the discretion of faculty members and departments, carry academic credit.

Interns may be paid employees of the Community Sponsor Organization or unpaid interns. (Note: Federal law is precise with respect to conditions allowing unpaid internships with for-profit private businesses. Please see Department of Labor requirements at: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm> for specific limitations.

Undergraduate Research – UMF has a well established undergraduate research program. Students undertake research projects under the supervision of a faculty member

Leadership Training and Education – UMF is developing a Leadership Institute to serve a range of constituencies including UMF students. As part of this program, in addition to course work and other activities, students will undertake community service projects which are intended to help students develop both broadly applicable life skills and more specialized managerial skills.

### **Responsibilities of the Community Sponsor Organization**

The Community Sponsor Organization shall:

- Provide a clear written description detailing tasks to be performed, required entry skill/knowledge level, and the period and conditions of the Sponsored Activity.
- Provide a statement of financial compensation to be offered by Sponsor for student work, if any.
- Provide a clear presentation of high priority community outcomes intended, including statement of how outcomes have been identified and will be measured (whether or not program evaluation will occur during the period of student engagement).
- Provide orientation for the student to the organization and a clear explanation of expectations (i.e., tasks, dress code, comportment, policies, etc.).
- Provide assistance in further developing knowledge/skills required to complete assigned tasks.
- Provide regular feedback with respect to level of success student achieves in completing tasks and otherwise meeting Sponsor expectations.
- Provide a mid-engagement verbal report to the student and UMF faculty or staff advisor.
- Provide a final verbal and written evaluation.
- If the student is an employee of the organization, comply with all applicable laws and regulations pertaining to employment, including, but not limited to, workers' compensation.
- Keep all student records and information confidential and not use or disclose such records or information except as permitted or required by this Agreement or as required by law.
- Plan cooperatively with University, student and faculty so that the student's activities are designed to achieve the educational purposes as determined by the University.
- Provide for the ongoing coordination of the student's activities at the organization through the person of the \_\_\_\_\_ or her/his designee.

### **Responsibilities of UMF**

UMF shall:

- Determine if students have basic skill/knowledge levels required by the Community Sponsor Organization and match such student(s) with the Community Sponsor Organization.
- With the student, outline specific desired learning outcomes, new skills/knowledge to be developed through the community Sponsored Activity. Identify ways in which these learning outcomes relate to the student's academic program. UMF faculty shall define any requirements for academic credit.
- Participate in a Mid-engagement meeting with the student to determine progress toward learning outcomes, and generally address issues as they arise. Confer mid-engagement with Community Sponsor Organization.
- Have an end of engagement meeting with the student. UMF shall evaluate the student's work as it relates to desired learning outcomes. UMF shall provide support for student reflection on the community Sponsored Activity.
- Provide for the ongoing coordination of the student's activities at the organization through the person of the \_\_\_\_\_ or her/his designee

### **Mutual Responsibilities**

UMF and the Community Sponsor Organization agree:

1. To work together with the student and faculty to create a written Engagement Description for the Sponsored Activity which shall include:

- Period (start and end dates) and location of student activities and weekly schedule.
- Parameters of student activity on the project, including specific tasks to be performed.
- Community Sponsor Organization expectations
- UMF expectations
- Materials to be produced by the student, if any (e.g, a map for display at a community meeting, a final report) and the ownership of the rights to such materials.
- Entry skill/knowledge level required.
- Desired learning outcomes (expected increase in skill/knowledge level).
- Desired community impact outcomes and means by which these outcomes will be documented/evaluated.
- Financial compensation and employment status, if any.
- Academic credit, if any. (Requires faculty approval.)

2. To communicate during each Sponsored Activity to discuss issues of mutual concern and to decide whether any changes or alteration in the activity are necessary.

3. Not to discriminate against students on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, genetic information or veteran status. UMF encourages the employment of individuals with disabilities.

4. This MOU shall be subject to change after discussion and due consideration by both parties with their mutual consent. Any such change must be stated in writing and signed by both parties prior to taking effect.

**UMF Students**

Students will acknowledge the expectations of the Community Sponsor Organization, UMF and faculty/staff advisors (per above), disclose specific limitations which could affect their ability to complete the proposed Sponsored Activity and agree to all terms as outlined in the Engagement Description.

**THE UNIVERSITY OF MAINE**

**COMMUNITY SPONSOR ORGANIZATION:**

**AT FARMINGTON**

***NAME***

By: \_\_\_\_\_

By: \_\_\_\_\_

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Name: \_\_\_\_\_

Name: \_\_\_\_\_

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Title: \_\_\_\_\_

Title: \_\_\_\_\_

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**ENGAGEMENT DESCRIPTION FOR SPONSORED ACTIVITY**

**(COMMUNITY SPONSORING ORGANIZATION)**

**and**

**UNIVERSITY OF MAINE AT FARMINGTON**

This Engagement Description for Sponsored Activity made and effective this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, is made pursuant and subject to the Memorandum of Understanding by and between \_\_\_\_\_, (the Community Sponsor Organization), and the UNIVERSITY OF MAINE SYSTEM, acting by and through the University of Maine at Farmington, Partnership for Civic Engagement (UMF).

The Community Sponsor Organization and UMF agree to cooperate in providing the following Sponsored Activity for \_\_\_ UMF student(s):

1. Parameters of student activity on the project, including specific tasks to be performed. The Sponsored Activity at the Community Sponsor Organization shall consist of:

2. Period (start and end dates) and location of student activities and weekly schedule.
3. Community Sponsor Organization expectations.
4. UMF expectations.
5. Materials to be produced by students, if any, and the ownership of the rights to such materials.
6. Entry skill/knowledge level required.
7. Desired learning outcomes (expected increase in skill/knowledge level).
8. Desired community impact outcomes and means by which these outcomes will be documented/evaluated.
9. Financial compensation and employment status of student(s), if any.
10. Academic credit, if any. (Requires faculty approval.)
11. Other.

**THE UNIVERSITY OF MAINE**

**COMMUNITY SPONSOR ORGANIZATION:**

**AT FARMINGTON**

***NAME***

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Acceptance**

I, \_\_\_\_\_, agree to and accept all of the terms and conditions of this Engagement Description for Sponsored Activity, with the following limitations (if any):

Signature of Student:

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Date:

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Signature of Parent/Guardian if  
Student under 18:

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Academic Credit Approved by  
Faculty Member:

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Date:

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