

**Memorandum of Cooperation**

**Service – Learning Community Partnership Agreement**

This agreement is made by and among\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(“Student”), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Community Partner”), and Austin Peay State University (“University”)

1. **Purpose.**

The purpose of this Agreement is to place Student in a volunteer assignment as part of a Service-Learning Program offered by the University for Academic Credit or required by course of study. In consideration of the mutual provisions herein, the parties hereby agree to the following:

1. **Community Partner Responsibilities.** 
   1. The Community Partner shall provide the Student with a contact who will monitor and supervise the student throughout the service-learning project.
   2. The Community Partner shall maintain in force during the term of this Agreement general liability insurance, insuring itself and its agents and employees for their acts, failures to act or negligence with minimum coverage limits of $500,000. If requested, Community Partner will supply a certificate of insurance. Community Partner agrees to keep Austin Peay State University advised of any changes in this policy.
   3. The Community Partner will maintain a reasonably safe environment by observing all applicable safety regulations under the Occupational Safety and Health Act.
   4. In the event that the Student is injured or becomes ill during the course of the service-learning program, the Community Partner shall provide medical assistance and first aid to the Student as appropriate.
   5. The Community Partner will be responsible for damages caused by the negligence of its directors, officers, agents, employees, and volunteers occurring in the performance of the activities described by this Agreement.
   6. The Community Partner will assume responsibility for compliance with all applicable federal, state, and local laws regarding wages and income tax withholding. Community Partner will satisfy and liabilities created by the failure to maintain the nonemployee statues of the Student.
2. **University Responsibilities.** 
   1. A University faculty member shall mentor the Student throughout the service-learning program.
   2. The University will be responsible for damages caused by the negligence of its directors, officers, agents, employees and volunteers occurring in the performance of the activities described by this Agreement.
3. **Student Responsibilities.**
   1. Student shall use his or her best efforts in performing all tasks assigned by the Community Partner.
   2. Student agrees to abide by the Partner’s rules and regulations.
   3. Student will conform his or her conduct to Austin Peay State University’s code of conduct found in the student handbook.
   4. Student shall diligently pursue the academic course work for which Student is registered during the service-learning program.
   5. **Insert description of peculiar risks associated with course, if any\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. Student shall provide Austin Peay State University and Community Partner with a written request for reasonable auxiliary aids or services that may be necessary to accommodate a disability the Student may have no later than 30 days prior to the start of the service-learning program.
   7. Student has fully informed him/herself of the contents of this Agreement by reading it before signing it.
   8. The University recommends that Student maintain sufficient health, accident, disability, and hospitalization insurance for the duration of the course. Student shall be responsible for any expenses incurred due to injury, illness or damage suffered during the course of the experiential learning program.
4. **Mutual Obligations and Responsibilities.** 
   1. The term of this Agreement shall extend from \_\_\_\_\_, 201\_\_ to \_\_\_\_\_\_\_\_, 201\_\_. However, this Agreement may be terminated by any party upon \_\_\_\_\_ (days, weeks, etc.) written notice.
   2. The parties of this Agreement agree to not illegally discriminate on the basis of race, color, national origin, religion, sex, age, disability or military service in the programs and activities described by this Agreement.
   3. The parties to this Agreement will comply with the Family Educational Rights and Privacy Act by keeping confidential all records concerning students’ service experience. **IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year first written above.

**COMMUNITY PARTNER REPRESENTATIVE**

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

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

**UNIVERSITY REPRESENTATIVE**

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

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