[day,month], 2015

[community partner contact information]

**Re: *Letter of Intent to Collaborate***

Dear: [contact for community partner]

Clayton State University is pleased to collaborate with [name of community partner] to support its Partnering Academics and Community Engagement (PACE) Program. PACE is designed to engage students in use of service learning as a pedagogy to enhance their academic learning and civic engagement while simultaneously working within the community-at-large to address unmet social needs. Through PACE, service learning allows students to explore connections between the theoretical realm of the classroom and the practical needs of the community.

Specifically, the director of PACE, Dr. Antoinette Miller, will work with [name of community partner] to construct a broad discipline of community engagement/service learning projects to help Clayton State students' explore connections between the theoretical realm of the classroom and the practical needs of Clayton State’s surrounding communities and support [name of community partner]’s [specifics regarding the focus or mission of the community partner organization]. Through this collaboration, participating students will engage in the application of an educational experience that stimulates cognitive growth, active academic and civic learning, intercultural competence and personal development to strategically foster learning that prepares them to meet the challenges of living and working in a dynamic, global society.

The exact terms and conditions of the PACE-[name of community partner] community engagement/service learning projects will be outlined in a Memorandum of Understanding. At a minimum, the scope and duration of this collaborative partnership will defined by student level (university freshman through senior), course discipline and learning outcomes, combined with [name of community partner]’s goals. Dr. Miller will work with faculty and [name of community partner] to design community engagement/service learning courses that achieve the desired goals and outcomes for Clayton State’s students, faculty, and staff, our surrounding communities and [name of community partner].

We are prepared to provide and contribute technical assistance and intellectual resources to bring this intended project collaboration to fulfillment and its successful implementation.

Sincerely,

Antoinette Miller, Ph.D.

Director, Partnering Academics and Community Engagement (PACE)

CC: **[instructor for specific course if identified]**

CC: Corlis Cummings, VP Business and Operations Manager

**The Board of Regents of the University System of Georgia by and on behalf of, Clayton State University**

**Partnering Academics and Community Engagement (PACE)**

**Memorandum of Understanding between PACE and [Community Partner Name]**

This Memorandum of Understanding (MOU) is made on **[date]** by and between The Board of Regents of the University System of Georgia by and on behalf of Clayton State University’s Partnering Academics and Community Engagement (PACE) program at Clayton State University (CSU) and **[name of community partner organization].**

The purpose of this Memorandum of Understanding is to guide and direct the parties respecting their collaboration and working relationship, inclusive of anticipated future arrangements, to provide high quality academic community engagement experiences for the Institution's students.

Clayton State University instructors collaborate with community partners to engage in the activities and to develop the roles listed below. MOUs should be updated annually. Copies of the signed MOU should be provided to the community partner(s) and to the PACE Director, and student roles should be articulated to enrolled students through the PACE course materials (e.g., on the course syllabus).

|  |  |
| --- | --- |
| Semester/Year: | Today’s Date: |
| Course Number  and Title: | Course  Instructor: |
| Community Partner Supervisor: | |
| Expected number of enrolled students | |

*Students Role(s): Type student roles here. Some general examples are provided below. Delete/edit these as needed.*

* Be aware of the organization’s needs and provide assistance where and when needed.
* Contact the agency to arrange initial meeting to discuss project.
* Follow organizational rules and procedures, including confidentiality of organization and client information.
* Periodically reflect upon and re-evaluate the service experience keeping in mind the objectives of all parties involved.
* Operate with integrity and professionalism at all times; including punctuality, meeting deadlines, being open to feedback and supervision that will facilitate learning.
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Faculty Role(s): Type faculty roles here. Some general examples are provided below. Delete/edit these as needed.*

* Provide students with structure and guidance to process and reflect upon academic community engagement experiences.
* Assist students in connecting their community based learning experience with course learning objectives.
* If appropriate, participate in evaluation process.
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Community Partner Role(s): Type community partner roles here. Some general examples are provided below. Delete/edit these as needed.*

* Provide academic community engagement opportunities that are significant and/or challenging to the students, relevant to course learning objectives, and address community agency’s goals.
* Provide training, supervision, feedback, resources and sufficient information about the organization to aid in the success of students’ service-learning projects.
* Provide information regarding additional documentation requirements with enough notice for that documentation to be completed in time for the project beginning.
* Participate in end-of-semester community partner evaluation/feedback.
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*PACE Director Role(s) Type PACE Director roles here. Some general examples are provided below. Delete/edit these as needed.*

* Work with faculty and **[name of community partner**] to design community engagement/service learning courses that achieve the desired goals and outcomes for Clayton State’s students and faculty, our surrounding communities and **[name of community partner**].
* Provide support and guidance for any challenges that may arise.
* Request end-of-semester community partner evaluation/feedback.

**Primary Course Learning Objectives Related to Service Project:** *add more if needed*

Instructor completes collaboratively with community partner supervisor. Communicate these to the students via course materials (e.g., in the syllabus).

**1.**

**2.**

**Primary Organization Service Objectives:** *add more if needed*

Instructor completes collaboratively with community partner supervisor. Communicate these to the students via course materials (e.g., in the syllabus).

**1.**

**2.**

**Additional Documentation and Paperwork required by the Project Site (check all that is necessary, and provide copies of forms if available):**

Criminal Background Check \_\_\_\_

Personal Health Check \_\_\_\_

Other (please describe) \_\_\_\_

**Project Description as defined by the Community Partner, Instructor and Students:**

***\*A list of the participating students and/or faculty is attached.***

* This MOU may be modified only by mutual consent of the parties hereto. Any modifications shall be in writing and signed by both parties.
* This MOU cannot be assigned by either party.
* In performing the services set forth under the terms of this MOU, neither party will discriminate on the basis of race, color, national or ethnic origin, sex, age, disability, or handicap.
* The parties hereto agree to the full performance of the conditions and provisions contained herein.
* ***Any notices required to be sent by this MOU shall be sent to:***

|  |  |
| --- | --- |
| **Community Partner** | **Clayton State University** |
| Name: | Name: |
| Phone: | Phone: |
| Email: | Email: |

**I have read and understand my role(s) as outlined in this document. I commit to fulfilling my part of academic community engagement partnership. I understand that this partnership is meant to further Clayton State University student learning and to meet the community partner goals.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Partner Supervisor Clayton State PACE Course Instructor

Signature/Date Signature/Date