<div align="center">**Community-Engaged Courses Partnership**</div>

MEMORANDUM OF AGREEMENT

The Community-Engaged Courses program of the Community Engagement and Leadership Education (CELE) Center facilitates partnership between community-based service organizations in the greater Seattle area and University of Washington students seeking to learn through various forms of service. Our mission is to build and sustain relationships that meet community-defined needs while advancing the learning goals at the University of Washington.

The purpose of this document is to identify the roles and responsibilities that support the relationship between students and community partners.

The Community-Engaged Courses team's commitment to each community partner is to…
- Grow in understanding the needs of the community partner
- Provide a timeline and detailed direction on how/when to submit community-engaged learning position descriptions in the University of Washington EXPO (community-engaged learning database) system.
- Review and approve community-engaged learning positions that are submitted by community partners -- to ensure that position descriptions fully articulate the responsibilities, logistics and requirements for community-engaged learning students, and that proposed placements are appropriate to student skill level and supervision needs.
- Match community-engaged learning positions to UW courses. Community-Engaged Courses staff will use their best judgment, based on the unique mix of courses being offered and the scope of organizations requesting community-engaged learners each quarter, to create slots for each position and match those slots to thematically related classes.
  - *Please note: Community-Engaged Courses staff may not be able to match proposed positions to a UW course, and community partners may not always receive the number of students that they have requested.*
- Facilitate all communication with UW faculty about the community-engaged learning program.
- Coordinate the registration of UW community-engaged learning students, conducted in EXPO.
- Convene optional pre-community-engaged learning workshops to help students prepare for the experience and expectations of community engagement, through structured reflection about reciprocal relationships and professionalism, and discussion about logistical considerations and relevant situational scenarios.
- Remain available to the community partner to seek solutions in case of problems that arise during the service-learning placement.
- Stay in contact with the community partner, throughout the academic quarter, about how the process and experience of hosting community-engaged learning students is going.

We ask our community partners (community-engaged learning host sites) to…
- Identify roles and activities for community-engaged learning volunteers at their site--considering community and organization needs, the organization's capacity for training, orienting and supporting students and the timing of the academic quarter. Community-engaged learning positions should be designed for students to serve 3 to 5 hours per week from week 3 through week 9 of the academic quarter, after attending an orientation with their host organization during week 2 of the term.
- Submit detailed, written position descriptions for all proposed UW community-engaged learning positions in the EXPO system, as guided by the Community-Engaged Courses team, before the start of the academic quarter and by the appropriate due date.
- Designate and identify one staff person at the site who will serve as the "site supervisor", connecting community-engaged learning students to the appropriate people and monitoring overall community-engaged learning throughout the quarter.
- Hold and reserve volunteer opportunities articulated in the position descriptions posted, until at least the end of the second week of the academic quarter.

- Provide an orientation to UW community-engaged learning students during week 2 of the academic quarter. Please keep record that the student has completed this orientation (name of student and date completed). Orientations should include:
- An overview of the partner organization's mission, history and programs;
    - How the activities of the community-engaged learning student fit into that work;
    - Information about the community that the community-engaged learning student will engage with;
    - Expectations of the community-engaged learning student; and
    - Any policies governing all volunteers at this host site (such as: Washington State laws and policies governing mandatory reporting of suspected abuse or neglect of minors and vulnerable adults).
- Provide training and supervision to the community-engaged learning student as needed to help the student meet community needs in their service.
- Maintain the confidentiality of student information that is provided through EXPO.
- Submit an electronic evaluation of each student's performance at the end of the academic quarter in EXPO, as prompted by the Community-Engaged Courses.
- Notify Community-Engaged Courses if there are concerns about the conduct of a community-engaged learning student.
- Provide constructive feedback to the Community-Engaged Courses regarding the community-engaged learning process.