



## MEMORANDUM OF UNDERSTANDING

### PURPOSE

This Memorandum of Understanding outlines the terms and conditions of **Community Engaged Learning (CEL)** experiences for students registered through the Michigan State University (MSU) Center for Community Engaged Learning (CCEL) serving with \_\_\_\_\_ (hereafter referred to as “community partner”) in the 2023 – 2024 academic year.

### THE CCEL AGREES TO:

- a. Promote approved community-engaged learning opportunities to MSU students.
- b. Assist with community partner orientation/training where applicable.
- c. Facilitate relationship-building among students, faculty, and community partners.
- d. Provide criminal background checks through MSU Human Resources for students serving with populations that are vulnerable per the criteria outlined by MSU HR on the CCEL’s website:  
<https://communityengagedlearning.msu.edu/community-partner/criminal-background-checks>
- e. Provide MSU students with free T.B. skin tests (if required) in partnership with MSU Olin Health Center.
- f. Make community organization sites more accessible to students by distributing free CATA bus tokens and offering additional limited transportation support awards.  
<https://communityengagedlearning.msu.edu/faculty/transportation-support-award>
- g. Provide indemnification for MSU students serving with approved community partners. For more information visit:  
<https://trustees.msu.edu/bylaws-ordinances-policies/policies/02-17-01.html>
- h. Provide best practices for faculty, students, and staff to engage with the greater community.
- i. Provide adequate training for partner staff to use CCEL registration systems, processes, and protocols.
- j. Provide MSU students with an orientation to community-engaged learning.

### THE COMMUNITY PARTNER AGREES TO:

- a. Provide a community-engaged learning experience that benefits the community partner and MSU student(s).
- b. Provide a community-engaged learning experience that follows MSU/CCEL calendar/deadlines.
- c. Designate a main person of contact for the organization/service site.
- d. Not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight in compliance with MSU HR policy: ([https://www.hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)).
- e. Keep CCEL staff informed of changes that would affect the community-engaged learning opportunity.
- f. Keep community-engaged learning opportunities current within CCEL registration systems.
- g. Provide attendance verification and student performance evaluation as requested.
- h. Provide students with adequate on-site staff supervision (please note additional virtual expectations below). MSU students will not be left unattended with program participants.
- i. Provide the CCEL with the names of all MSU students serving at the organization.
- j. Provide students with site-specific training and orientation, including, at minimum, an overview of the agency’s mission/vision/purpose and connecting the student service experience to the agency’s mission/vision/purpose.
- k. Provide a safe environment for MSU students and ensure that all staff, representatives, and other volunteers have met the requirements for appropriate background checks (criminal, sex offender registry, including ICHAT, OTIS, and NSOPW).



- l. Student volunteers are not required or encouraged to participate in field events, including but not limited to demonstrations, protests, marches, or any events that are contentious and have the potential to escalate to a dangerous level. These activities will not be promoted or approved by CCEL.
- m. Have an emergency plan in place for providing safety to MSU college students.
- n. Provide reasonable restroom facility options for students.
- o. Provide tools and equipment where applicable, including appropriate technology platform access for virtual programming.
- p. Send a representative to an annual community partner workshop hosted by CCEL.
- q. Adhere to additional program requirements for specific experience types (e.g., Days of Service, Alternative Spartan Breaks).

**IN THE CASE OF VIRTUAL OPPORTUNITIES, THE COMMUNITY PARTNER WILL ALSO CONSIDER THE FOLLOWING EXPECTATIONS:**

a. Instruction Platform Security

- All instruction sessions must be secured with a password.
- Turn off chat box, screen sharing, whiteboards, file transfer features, and other features that allow participants to communicate in an unmonitored fashion to prevent participants from sending pictures or other content over the in-meeting chat feature.
  - If any of these features are required for the instruction, ensure the feature is safe and moderated.
- Mute all participants to prevent unauthorized interruptions.
- Deactivate screen sharing for all participants when the feature is not being used for an activity to prevent unauthorized interruptions.
- Ensure all online programming links are only provided for intended participants and their parents/guardians.
- Do not publicly advertise the instruction sessions and links.
- Only provide the links and passwords for instruction platforms by invitation to the participants who have registered to participate.

b. Expectations for 1:1 Interactions with college student volunteers

- All MSU students must have a co-lead in their virtual sessions with partners' program participants. A co-lead can be a fellow MSU student who has also completed CCEL's orientation and background check process, or it can be a staff member from the partner organization.
- Good practice suggests that one instructor should take the lead in program facilitation, and a co-lead should take the lead on monitoring participant interactions (e.g., activities, interpersonal behaviors, verbal discussions, etc.).
- College students may not communicate with program participants digitally or in person outside of their assigned program times and channels/platforms.
- College students should copy and include the site supervisor in any electronic communication with program participants.
- College students may ONLY contact participants through official program channels (program E-mail, instruction platform, etc.) Contacting participants on social media platforms or via personal text message is prohibited and may result in the termination of program participation.
- College students may not record interactions with program participants through online instruction platforms.



c. Additional Conduct Expectations for program participants, college students, and community partners

- Wear attire appropriate for typical in-person programming and business. See details here: [https://communityengagedlearning.msu.edu/upload/documents/2021-22%20Recommendations%20for%20Attire%20\(1\).pdf](https://communityengagedlearning.msu.edu/upload/documents/2021-22%20Recommendations%20for%20Attire%20(1).pdf)
- Use a neutral background (e.g., blank wall, digital Zoom filter, limited exposure of private spaces, etc.) to prevent showing much of the inside of the home in the interest of privacy and safety.
- Do not share inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform.
- Do not screenshot or record other participants' images, information, or participation contributions during the program.
- Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted MSU official and the appropriate authorities (e.g., MSU Police, local police, Office for Institutional Equity, Children's Protective Services, etc.).
- When creating an online profile for the instruction platform or any other online account, limit the personal information that is shared. For example, use MSU's official address.
- If a picture is required, the picture provided should be neutral and appropriate and follow dress code guidelines. See details here: [https://communityengagedlearning.msu.edu/upload/documents/2021-22%20Recommendations%20for%20Attire%20\(1\).pdf](https://communityengagedlearning.msu.edu/upload/documents/2021-22%20Recommendations%20for%20Attire%20(1).pdf)
- Be thoughtful of the information shared in the virtual meeting itself.
- Keep in mind that attendees could screenshot or record the meeting without your knowledge.
- In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.

**MSU Statement on "Zoom Bombing"**

- Definition: "Zoom Bombing" is the act of accessing Zoom sessions without authorization.
- MSU prohibits "Zoom Bombing" and similar disruptive behaviors.
- Appropriate consequences, including but not limited to dismissal from the program may apply to anyone who:
  - Violates program safety and security rules.
  - Contributes to "Zoom Bombing" or other similar disruptions; and/or
  - Shares program links, passwords, or other program login information with individuals outside of the program.



COMMUNITY PARTNER	CENTER FOR COMMUNITY ENGAGED LEARNING
Authorized Representative Signature	Authorized Representative Signature
	Renee C. Brown
Print Name	Print Name
	Director
Title	Title

Community Partner Primary Contact (If different from the authorized signature)	Center for Community Engaged Learning Primary Contact
	Tina Houghton
Name	Name
	<a href="mailto:Hought17@msu.edu">Hought17@msu.edu</a>
Email	Email
	517-432-3793
Phone	Phone

MICHIGAN STATE UNIVERSITY

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Thomas D. Jeitschko Ph.D.  
Interim Provost

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Date