

# **MEMORANDUM OF UNDERSTANDING**

## ***Coastal Carolina University Service Learning Program***

This agreement is between Coastal Carolina University (CCU), hereinafter, called UNIVERSITY, and \_\_\_\_\_ (Agency/Organization)

\_\_\_\_\_ (City, State, Zip Code) hereinafter called AGENCY.

The UNIVERSITY is committed to service in the community and applied learning experiences for students. Service Learning seeks to engage students in activities that combine community service and academic learning through the process of critical reflection. Students are expected to enhance their understanding of course content, sense of civic responsibility, self-awareness, professional development and commitment to the community. The purpose of this agreement is to make clear the roles and responsibilities of both parties, namely UNIVERSITY and AGENCY, in providing Service Learning opportunities to Coastal Carolina University students.

The term of this agreement will commence with the date of the final signature and end by mutual agreement of the parties. Both parties understand that this agreement may be modified or revised through written amendments, or by mutual consent.

### **1. JOINT RESPONSIBILITIES**

- A. The UNIVERSITY and the AGENCY enter into this affiliation for the purpose of educating and training a Coastal Carolina Student, hereinafter referred to as "student(s)".
- B. Both the UNIVERSITY and the AGENCY agree that the education and training of the student will complement the services and educational activities of the AGENCY; however, it is understood that the student will be under the supervision of an AGENCY staff member acceptable to the UNIVERSITY, and the UNIVERSITY will designate a faculty supervisor acceptable to the AGENCY.
- C. Both the UNIVERSITY and the AGENCY will maintain confidentiality of consumer and student records at all times.
- D. The UNIVERSITY and the AGENCY will comply with all Federal and State laws prohibiting discrimination.
- E. The UNIVERSITY is responsible for dismissal of a student for academic or disciplinary reasons, but the AGENCY maintains the right to remove a student from an affiliation if the student does not comply with the rules, policies, procedures, or standards of the AGENCY. In the event of the student's dismissal by the AGENCY, the UNIVERSITY Service Learning Coordinator and/or Faculty Supervisor at the UNIVERSITY must be notified. Both the UNIVERSITY and the AGENCY will determine jointly if and when a student should be permitted to return to the AGENCY and continue the Service Learning experience.
- F. Both the UNIVERSITY and AGENCY warrant that they are attentive to the data regulations encompassed in EU Regulation 2016/679 (General Data Protection Regulation (GDPR)). Neither entity will distribute any student information to parties outside of this agreement without prior approval of the student. Both entities will provide the student with information relating to their data protection policies and procedures.

### **2. RESPONSIBILITIES OF THE UNIVERSITY**

- A. The UNIVERSITY will employ either/both faculty and staff who will have oversight over students engaging in Service Learning opportunities with this AGENCY, and assist in resolving any problems or difficulties with student participants. Faculty will be responsible for course registration, academic credit, grading, and all other pertinent matters that are internal to the UNIVERSITY.
- B. The UNIVERSITY will require that students agree to abide by the AGENCY rules, regulations, and privacy policy while on site and working with AGENCY clients and staff.
- C. The UNIVERSITY will provide general tort liability insurance coverage for students who participate in work study, distributive education, apprentice or similar programs on the premises of private companies, but only during the course of their participation in such programs. The general tort liability insurance

policy covers the institution and student within the scope of duties-not the AGENCY. The UNIVERSITY will provide worker's compensation insurance for job-related injuries that are compensable according to the law; the UNIVERSITY does not make the determination, rather, the insurance provider for the UNIVERSITY determines the claim. The UNIVERSITY also provides a Student Accident Insurance Plan offering a \$10,000 maximum yearly benefit to all full-time Coastal students.

**3. RESPONSIBILITIES OF THE AGENCY**

- A. The AGENCY will provide a safe and suitable workspace, resources, and activities to provide students with adequate orientation, training, supervision, and evaluation of their duties and responsibilities.
- B. The AGENCY will ensure that students are aware of all safety and health risks, and instruct students in emergency procedures.
- C. The AGENCY will provide a supervisor to support and direct the student's activities and maximize student's learning experience while on site.
- D. The AGENCY agrees to notify the UNIVERSITY of any changes in staffing or in its services that will affect a student's learning experience.
- E. The AGENCY will complete and return any student participant evaluations to the UNIVERSITY as requested.
- F. The AGENCY will provide the student and the UNIVERSITY with written notifications of any requirements for the student to complete a background investigation, drug test, or physical examination prior to the start of the service learning experience.
- G. The UNIVERSITY does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, or pregnancy in educational programs and activities as required by Title IX. Protection from retaliation is also covered under Title IX. As outlined in the Violence Against Women Act, the UNIVERSITY prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. If a student makes a report to the AGENCY, believing he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking, the AGENCY must report such incidents to the Title IX Coordinator (843-333-6229, [titleix@coastal.edu](mailto:titleix@coastal.edu), [www.coastal.edu/titleix](http://www.coastal.edu/titleix)).
- H. The AGENCY agrees to provide reasonable accommodations to an individual with a disability as identified by Accessibility and Disability Services.

\_\_\_\_\_  
Agency/Organization Name

\_\_\_\_\_  
CCU Director of Internships & Service Learning (signature)

\_\_\_\_\_  
Agency/Organization Supervisor (signature)

\_\_\_\_\_  
CCU Director of Internships & Service Learning (print)

\_\_\_\_\_  
Agency/Organization Supervisor (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
CCU Director of Careers Services (signature)

\_\_\_\_\_  
CCU Director of Career Services (print)

\_\_\_\_\_  
Date