



COLORADO COLLEGE

Collaborative for Community Engagement

Community-Engaged Learning Course

Memorandum of Understanding

The Colorado College Collaborative for Community Engagement (CCE) is pleased to recognize [Community Partner] as a partnering organization with a Colorado College community-engaged learning course. This signed agreement confirms the understanding between [Community Partner], the Collaborative for Community Engagement (CCE), and [Instructor] around mutual expectations for this partnership for block _____ between _____ – _____ (dates).

Instructors, Partners, and the CCE mutually agree to:

- Hold one another compassionately accountable to the expectations of this agreement
- Communicate regularly, balancing listening and speaking; directly and honestly talk through any questions or concerns that may arise
- Draw on one another's expertise and build on one another's assets
- Respect and abide by all rules, regulations, and policies of Colorado College and the partnering organization. When policies differ, follow the more conservative policy.
- Work to balance the goals of student learning and community impact
- Strive to follow best practices of campus/community partnerships

As a Professor/Instructor, I agree to:

- Prepare students for their community experience so that they may engage in intentional ways, and clearly understand the purpose of the community component of the course as it relates to learning goals
- Integrate the community component of the course into the curriculum, providing structured opportunities for students to learn from and apply learning to the community experience
- Work closely with the community partner to ensure that the community-engaged project/work addresses meaningful community-driven needs
- Aim to equip students with engaged citizenship skills, knowledge and identity development to build their capacity to influence the common good
- Prepare myself and my students to engage with the community populations with whom the organization works with an asset-based perspective, seeking to understand their experiences, strengths, and challenges.
- Follow up with the partner after the course to assess and debrief the experience, and mutually decide to what extent there is interest in continuing the partnership
- Follow up with the CCE after the course to assess and debrief the experience, and share successes and outcomes so the CCE may support storytelling efforts about the class.

As a Community Partner of a CC Course, we agree to:

- To the extent that is possible in a condensed timeframe:
 - Orient CC student(s) in the class to the mission and goals of the organization so that students may better understand the role of the project/work within the organization
 - Provide training, supervision, feedback and resources to enable student(s) to succeed
 - Ensure the class is prepared to work with the community populations with whom our organization interacts; providing information, perspectives, and skills to enable the class to engage with the community in informed, intentional, and beneficial ways.
- Appoint one staff member to act as lead contact and liaison for the class project/work, providing a consistent source of direction, guidance, feedback, and support to the course.
- Provide the class opportunities to meaningfully contribute to the mission of your organization
- Hold students compassionately accountable to expectations, while supporting their growth and development as young adults by using missed expectations as learning opportunities.
- Balance the needs and timeframes of the organization with the CC calendar, to include the block schedule and college holidays
- Inform the instructor and/or students of relevant organizational emergency procedures and risk management protocols, to include but not limited to COVID policies.
- Contact CCE staff if support is needed to resolve issues or challenges.
- Follow up with the CCE after the course to assess and debrief the experience, and share successes and outcomes so the CCE may support storytelling efforts about the class.

The Collaborative for Community Engagement agrees to:

- Serve as a thought partner as needed for pedagogy, practice, troubleshooting, problem solving, identifying resources, and logistical and risk management issues
- Provide opportunities and resources to learn about community-engaged learning best practices and fundamentals
- Inform instructors, partners, and students of relevant and current CC and CCE policies that may impact their work
- Follow up with the instructor and partner to offer them an opportunity to share feedback and their experience with the course, and talk through next steps and possibilities.
- Engage in storytelling about the course collaboration to celebrate the work and inspire others to engage

Course Collaboration Overview and Objectives

To facilitate intentional partnerships, we encourage you to have the following conversations.

Starting Points:

Course Description:

Community Partner Mission, or Purpose of Specific Partnering Program:

Overview of Collaboration:

Please share specifics of the agreed upon course collaboration, including any relevant details of expected activities, projects, deliverables, timeframes, class visits, etc.

Instructor Notes:

Partner Notes:

Desired Outcomes

We encourage instructors and partners to have a brief conversation about what each stakeholder hopes to gain and impact from the experience. These goals below should be discussed, clarified, and agreed upon between the instructor and community partner before completing this document.

Goals and Hopes of the Partner for Impacts and Benefits to Organization:

Goals and Hopes of the Instructor for the Classroom and Student Learning:

Contact Information

Instructor(s) Information

Instructor 1

- Name:
- Email Address: Phone:

Instructor 2 (Optional)

- Name:
- Email Address: Phone:

Community Partner Information

Organization Name:

Name of Primary Contact, Title:

Phone: Email Address:

CCE Representative

Name and Title:

Phone: Email:

Terms of Understanding

The term of this MOU is from [] and [] (dates of partnership). If expectations are not being met from either side, we encourage stakeholders to reach out to the CCE to problem solve the situation.

Signatures:

Community Partner Liaison _____

Instructor(s) _____

CCE Community Partnership Coordinator _____

CCE Director: _____