



Belmont University Service-Learning and

Community-Based Projects Memorandum of Understanding

Belmont University partners with community agencies, programs, and initiatives to provide learning experiences for students through direct service and/or projects that are useful and meaningful to the community. This Memorandum of Understanding is designed to clarify roles and responsibilities for the duration of the service project.

Course Instructor: Please complete, and have community partner complete, this form and return it to the Office of Service-Learning prior to the beginning of the service project.

Community Partner: _____

Belmont Faculty: _____

Course number and title: _____

Semester/Year _____

Duration of Project: Full semester _____ Part of semester (specify): _____

Description of service-learning project and instructor responsibilities (to be completed by course instructor):

Please attach a syllabus.

If direct service:

Tasks students will be expected to perform: _____

Number of students: _____

Number of hours per week per student: _____

Number of weeks during the semester: _____

If project-based:

Deliverables for the agency: _____

Timeline: _____

Expected format and frequency of communication between students and agency representatives:

Expected format and frequency of communication between the faculty/instructor and the agency contact:

How the faculty/instructor will address students who fail to meet agency expectations:

Community Partner Responsibilities (to be completed by agency representative): In this section please describe the needs of the agency that can be realistically filled by service-learners and the number of students the agency can support.

If direct service, please explain the agency's role in training and supervision of students:

Expected format and frequency of communication between faculty/instructor and agency:

How the agency will address students who fail to meet agency expectations:

Joint Responsibilities

The Community Partner will be responsible for damages caused by the negligence of its directors, officers, agents, employees and volunteers occurring in the performance of the activities described by this MOU. Belmont will be responsible for damages caused by the negligence of its directors, officers, agents, employees and volunteers occurring in the performance of the activities described by this MOU.

The Community Partner shall maintain in force during the term of this Agreement general liability insurance, insuring itself and its agents and employees for their acts, failures to act or negligence with minimum coverage limits of \$500,000. If requested, Community Partner will supply a certificate of insurance. Community Partner agrees to keep Belmont University advised of any changes in this policy.

Students will at no time throughout the Community-Based Project be considered officers, employees, or agents of Belmont.

Neither party will unlawfully discriminate against any student on the basis of race, color, national origin, religion, sex, age, disability or military service.

Community Partner will maintain a reasonably safe environment by observing all applicable safety regulations under the Occupational Safety and Health Act.

Both parties will comply with the Family Educational Rights and Privacy Act by keeping confidential all records concerning students' service experience.
