

Dual Enrollment Work-Based Course MOU Template

MEMORANDUM OF UNDERSTANDING between _____ (herein called the “University/College”), _____ (herein called the “High School”), and _____ (herein called the “Employer”).

This agreement outlines a partnership between the University/College, the High School, the Employer in a collaborative effort to develop and design dual enrollment work-based courses.

The High School will:

- Facilitate a dual enrollment work-based course-planning team meeting _____ (mutually agreed upon meeting schedule), consisting of high school, district, postsecondary, and employer stakeholders to engage in dual enrollment work-based course development and implementation, to identify problems that arise, and to make recommendations regarding effective coordination and collaboration.
- Ensure at least 20% of the dual enrollment work-based course grade must factor in employer-led learning that happens at the workplace and be relevant to the course learning objectives (within a school-based enterprise or external-employer workplace). Learning that happens at the workplace must be graded and count toward the overall grade of the dual enrollment course.
- If the course instructor is a High School teacher serving as a University/College adjunct, the dual enrollment work-based course instructor will collaborate with an employer to co-design the course, select which content is best suited for the workplace, and incorporate workplace learning in the grading for the overall course. During course delivery, instructors and employers will meet _____ (mutually agreed upon meeting schedule) to align on student needs and course grading.
- With collaboration from the University/College, ensure the dual enrollment work-based course syllabus includes work-based course elements, including a breakdown of how

and what students are learning at the workplace and how the work-site experience is incorporated into the final grade.

- Fund student costs to enroll in University/College courses, including tuition, books, and fees.
- Provide student transportation to and from the College and the employer workplace.
- Recruit students to participate in the work-based course with a focus on recruiting Black and/or Latinx, low-income students, and female students of all races.
- Facilitate communications between students, teachers, and families, and University/College faculty, staff, and administration.

The University/College will:

- Participate in dual enrollment work-based course planning team meetings _____ (mutually agreed upon meeting schedule), consisting of high school, district, postsecondary, and employer stakeholders to engage in dual enrollment work-based course development and implementation; identify problems that arise; and make recommendations regarding effective coordination and collaboration.
- Provide access to the University/College campus and facilities for students enrolled in University/College courses.
- Award college credit using the dual enrollment work-based learning grading system (i.e., the dual enrollment credit course hours should be inclusive of the 20% learning that happens at the workplace).
- With collaboration from the High School, ensure the dual enrollment work-based course syllabus includes work-based course elements, including a breakdown of how and what students are learning at the workplace and how the work-site experience is incorporated into the final grade.
- If course instructor is a University/College professor, the dual enrollment work-based course instructor/faculty will collaborate with an employer to co-design the course, select which content is best suited for the workplace, and incorporate workplace learning in the grading for the overall course. During course delivery, instructors and employers will meet _____ (mutually agreed upon meeting schedule) to align on student needs and course grading.

The Employer will:



- Participate in dual enrollment work-based course planning team meetings _____ (mutually agreed upon meeting schedule), consisting of high school, district, postsecondary, and employer stakeholders to engage in dual enrollment work-based course development and implementation, identify problems that arise, and make recommendations regarding effective coordination and collaboration.
- Participate in dual enrollment work-based course planning team meetings _____ (mutually agreed upon meeting schedule), consisting of high school, district, postsecondary, and employer stakeholders to engage in dual enrollment work-based course development and implementation, identify problems that arise, and make recommendations regarding effective coordination and collaboration.
- Collaborate with the instructor/faculty to co-design the course, select which content is best suited for the workplace, and incorporate workplace learning in the grading for the overall course. During course delivery, instructors and employers will meet _____ (mutually agreed upon meeting schedule) to align on student needs and course grading.
- Agree to utilize an agreed upon grading rubric to assess student progress in learning that happens at the workplace.

Agreement Period

This MOU is effective _____ (start date) through _____ (end date). This agreement may be terminated by either party, at any time, without cause, by giving (180) days written notice to the other party.

(Name of authorized representative from High School)	Date
(Title of authorized representative)	

(Name of authorized representative from University/College)	Date
(Title of authorized representative)	

(Name of authorized representative from Employer)	Date
(Title of authorized representative)	