

Memorandum of Understanding (MOU)—[Class Name]

This MOU is made on [MM/DD/YY] between [Class Group Name] and [Name of Organization] for the purpose of achieving the objectives and aims of the following specific project/s: [Name of the Project].

For this particular project, the [Class Group Name] will provide [Name of Organization] with the following products on the following dates:

Deliverable/s	Due Date/s

In return, [Name of Organization] agrees to meet with [Class Group Name] on the following dates for updates, answering of questions, gathering of/providing of data, reading of draft/s, and other necessary engagement to ensure success and rigor of the deliverable/s:

Meeting Attendees	Dates	Times	Locations

**Goals:**

1. Student groups deliver a high-quality, professional-ready project to external partners.
2. Tangible, hands-on learning experiences for students in applying the content of this and other [insert discipline] courses.
3. Opportunities for professional engagement with UWL and community partners that is mutually-beneficial, community-oriented, and skill-building.
4. Opportunities for all parties to learn how to work with external partners who may or may not be familiar with the organization/industry with which they are working.
5. Provide students with a portfolio-worthy example of a team-based, collaboratively created project and the partner with a professional-quality, ready-to-use project.

**Stipulations:**

1. Students retain the rights to include their self-generated projects in graded portfolios and professional portfolios. Partners can request that they redact any data from the proposals that would be identifying/compromising.
2. Students will not use the data or knowledge from these projects for any kind of personal or professional gain beyond employing the documents in their professional portfolios.
3. Partners will not request to change projects unless contacting the professor of the course first.
4. Partners will not request students to engage in further projects (without contract or payment) beyond what is articulated in this MOU unless first consulting the professor of the course.
5. Should partners and students have any complications, they will first attempt to creatively solve those complications on their own first. Only after having attempted that work shall the students seek input and assistance from the professor of this course.

The following signatories, as representatives of their groups and organizations, agree to the above terms:

Student Signatories	Date	Partner Signatories	Date