# SAMPLE - MOU COMPONENTS FOR WORK‑BASED LEARNING PARTNERSHIP

1. **Parties & Purpose**
   * Names and roles of school/district and business partner
   * Purpose of the partnership in terms of student outcomes (career readiness, skill development, exposure to workplace, etc.)
   * Duration/effective dates
2. **Definitions**
   * What “work‑based learning” (WBL) means in this context (internships, job shadowing, apprenticeship, externship, paid/unpaid, etc.)
   * Clarify any terms like “mentor,” “supervisor,” “learning objectives,” etc.
3. **Scope of Experience**
   * Types of WBL to be provided (job shadow, internship, mentorship, etc.)
   * Number of students, duration/hours, timeframe
   * Location(s) of experiences
4. **Learning Objectives & Alignment**
   * Clear learning objectives for students
   * Connection to curriculum/academic competencies/career‐technical education pathways
   * Expectations for skill development, workplace competencies, etc.
5. **Roles & Responsibilities**
   * **School/District**: e.g. selecting/screening students, preparing students (e.g. safety training), providing academic credit (if applicable), coordinating supervision, ensuring compliance with legal/health/safety/liability, and offering mentoring/training, monitoring student progress
   * **Business Partner**: e.g. providing work site, supervisor/mentor, exposing students to authentic work tasks and culture, giving feedback, ensuring safe work environments, possibly paying students (if applicable), supporting reflection/evaluation
6. **Supervision, Mentorship & Evaluation**
   * How students will be supervised and mentored (who, how often)
   * Process for evaluating student performance: both by employer and school
   * How feedback will be provided, who is responsible for assessment
7. **Student Eligibility & Requirements**
   * Which students are eligible (grade level, prerequisites, etc.)
   * Requirements for participation (attendance, behavior, any clearance/insurance, safety training)
   * Any policies regarding insurance, liability, work site safety
8. **Logistics & Operational Details**
   * Schedule, hours, transportation, dress code, etc.
   * Work site specifics (address, facilities, tools needed)
   * Compensation (if any), covering costs of supervision or materials
9. **Data Sharing & Reporting**
   * What data will be collected (number of students, hours worked, types of learning experiences, student outcomes, demographic data)
   * Frequency of reporting
   * Who receives data (school, business, state agencies)
   * Format, confidentiality, compliance with FERPA or other relevant laws
10. **Health, Safety, Insurance & Liability**
    * Ensure compliance with relevant laws (OSHA, state workplace safety etc.)
    * Insurance responsibilities (who is covered, what insurance must be in place)
    * Emergency procedures and risk mitigation
11. **Equity, Accessibility & Inclusion**
    * Ensure access for underrepresented students and accommodation of special needs if required
    * Non‐discrimination and fairness in selection
12. **Resources & Costs**
    * Who pays for what: materials, training, transportation, protective equipment, etc.
    * Any financial incentives or costs to business
13. **Monitoring, Review & Continuation**
    * A governance or oversight component (a committee or liaison)
    * How partnership will be reviewed: metrics, feedback from students, partner, and school
    * Process for renewing, amending, or ending the agreement
14. **Dispute Resolution**
    * How issues or disagreements between partners will be handled
15. **Signatures**
    * Representatives of both parties (with titles)
    * Date of signature