

**MEMORANDUM OF UNDERSTANDING
BETWEEN
Austin Community College District and Capital IDEA**

This memorandum of understanding formally defines a partnership between Austin Community College District (ACC) and Capital IDEA (CI) through which ACC will provide continuing education credit for workplace and college readiness skills taught to students sponsored by and participating in the basic and college readiness training (Academy) provided by ACC's Adult Education Department (ACC AE) and the Vision, Initiative & Perseverance training (VIP Program) provided by Capital IDEA (CI).

ACC Continuing Education (CE) agrees to:

- Cross walk the current workplace readiness skills taught in the Academy and the VIP Program, to an appropriate existing Workforce Education Course Manual (WECM) course such as *POFT 1006 Job Search & Employment Skills*.
- Maintain copies on file of all course syllabi associated to the WECM course.
- Maintain copies of all resumes (or other proof of teaching credentials) for instructors who teach in the Academy and the VIP Program.
- Register all CI sponsored students participating in the Academy and the VIP Program in continuing education course sections of the WECM course.
- Maintain all usual continuing education registration and transcript records for registered students.
- Provide a "satisfactory" (S) grade, continuing education certificate of completion and transcript (if requested) for each CI sponsored students who successfully completes the course objectives of the WECM course.
- Submit student contact hours generated by students registered in the WECM course sections to the Texas Higher Education Coordinating Board (THECB) for contact hour reimbursement.
- Provide feedback and suggestions to both the Academy and the VIP Program based on evaluation data collected from students in the WECM course.

ACC Adult Education Department (ACC AE) agrees to:

- Deliver the Academy for CI sponsored student following the terms covered by the existing Academy agreement between CI and ACC AE.
- Provide ACC CE with current course syllabi used in the Academy.
- Provide ACC CE with all resumes (or other proof of teaching credentials) for instructors who teach in the Academy.
- Assist ACC CE in the coordination of student information for the purpose of registering the CI sponsored students in the continuing education courses sections of the WECM course.
- Provide ACC CE proof of successful completion of the WECM Course objectives for each CI sponsored student in the Academy for the purpose of posting the students' grades to their continuing education transcript.
- Provide assistance to ACC CE in maintaining academic and record-keeping requirements for the WECM course.
- Set the student instructional fee for Academy delivery charged to CI, at a level that accounts for the offset of Academy delivery costs by contact hour reimbursement received by ACC for students enrolled in the WECM course.

Capital IDEA (CI) agrees to:

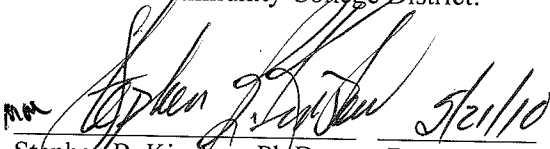
- Sponsor students in the Academy following the terms covered by the existing Academy agreement between CI and ACC AE for the delivery of the Academy.

- Deliver the VIP Program for CI sponsored students, in the same manner as is currently delivered to CI students.
- Provide ACC CE with current documentation showing courses content delivered in the VIP Program.
- Provide ACC CE with all resumes (or other proof of teaching credentials) for instructors who teach in the VIP Program.
- Assist ACC CE in the coordination of student information for the purpose of registering the CI sponsored students in the continuing education courses sections of the WECM course.
- Provide ACC CE proof of successful completion of the WECM course objectives for each CI sponsored student for the purpose of posting the students' grades to their continuing education transcript.
- Provide assistance to ACC CE in maintaining academic and record-keeping requirements for the WECM course.
- Request that all students enrolled in the WECM course complete an ACC CE course evaluation at the completion of each course section.

This memorandum of understanding becomes effective upon the signing of both parties and shall continue in effect until both parties agree in writing to modify or terminate the agreement. Termination of this agreement shall become effective ninety (90) days after written notice is given by one party to the other.

For Austin Community College District:

For Capital IDEA:


 Stephen B. Kinslow, Ph.D., Date
 President/CEO

 Steven Jackobs Date
 Executive Director