

**MEMORANDUM OF UNDERSTANDING
CONCURRENT ENROLLMENT PARTNERSHIP**

between

Mansfield University and Wellsboro Area School District

THIS AGREEMENT is by and between Mansfield University of Pennsylvania, hereinafter referred to as "the University," and the Wellsboro Area School District, hereinafter referred to as "the District," a public school district under the laws of the Commonwealth of Pennsylvania.

WITNESSETH:

WHEREAS, the University is a unit of higher learning in Pennsylvania's State System of Higher Education; and

WHEREAS, the Legislature has determined by Act 188 of 1982 that the primary mission of the State System of Higher Education of Pennsylvania is to provide high quality education at the lowest possible cost; and

WHEREAS, the mission of the State System of Higher Education is to provide undergraduate instruction and opportunities for personal growth consistent with the legislated mission of the System; and

WHEREAS, certain students in the District may benefit from the opportunity to take courses offered by the University; and

WHEREAS, the University wishes to develop a concurrent enrollment program to enable such students to get an early start on their university education; and

WHEREAS, the District wishes to make certain undergraduate courses offered by the University available to the students of the District in their high school(s); and

WHEREAS, the District and the University desire to describe the features, purposes, and mechanisms of the relationship by which the parties will establish a concurrent enrollment partnership; and

WHEREAS, this Agreement is intended to function as a collaborative agreement in accordance with said Board of Governors Policy 1999-02;

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties hereto mutually agree and contract as follows:

1. Term of Agreement. This Agreement shall be effective upon the review and approval of all the necessary Commonwealth officials. The term of this agreement shall be for a total of three years commencing upon the review and approval of all necessary Commonwealth officials. At the conclusion of the agreement's third year, the parties, at their mutual option, may contract for another subsequent period of time not to exceed three years.

2. Program Administration.

- a. The University and the District will work together to identify appropriate courses to be delivered via concurrent enrollment and for which there is a potentially qualified teacher available, adequate facilities, and student interest at the secondary site.
- b. The District will identify a point of contact (POC) who will manage all administrative processes and procedures at the partner site and communicate with parents and students on behalf of the University.
- c. The District's POC will communicate course/teacher additions/deletions to the University's staff according to deadlines for the current school year.
- d. The University's staff will provide the POC with application and course enrollment materials and coordinate with the POC to establish application and enrollment timelines.
- e. The University's representatives will make every effort to participate in parent/guardian and/or student events at the request of the District's POC.
- f. The University's representatives (faculty liaisons, admissions counselors, and/or other relevant faculty/staff) will visit the District on a regular, advertised schedule and will directly communicate other University opportunities to students and parents.
- g. The faculty liaison will visit the secondary institution classroom at least once each year to assess adherence to University standards. The liaison will submit a report of the visit to the Provost's Office.
- h. The District will clearly indicate in its curricular materials that the concurrent enrollment course is a University course.
- i. The District will include a link to the University's Early Start Program homepage on the District's website.

3. Secondary Teacher Qualification. The process for qualifying secondary teachers as concurrent enrollment instructors will consist of the following:

- a. Prospective concurrent enrollment secondary teachers will submit a cover letter, an updated resume, unofficial postsecondary transcript(s), and current certification(s) for review by the University's relevant academic departments and deans.
- b. The University's academic departments and their deans will assess/approve all potential concurrent enrollment secondary teachers using the same criteria as those used for the University's adjunct faculty.

- c. To ensure that the concurrent enrollment course offered at the District's high school(s) are consistent with regular University courses in expectations and outcomes, the District will provide University faculty liaisons and/or staff with reasonable access to the concurrent enrollment secondary teacher and classroom for observational and assessment purposes at least once per year.
- d. The University will communicate concurrent enrollment assessment results to the secondary partner annually.
- e. If a secondary teacher in the District is not meeting University standards, eligibility may be rescinded after reasonable effort is made to correct deficiencies.
- f. In the event that a secondary teacher must leave their position for three weeks or more, the District's POC will immediately inform the University to determine a course of action.
- g. The District POC will notify the University promptly when an approved instructor is otherwise anticipated to vacate their duties.

4. Secondary Teacher Professional Development.

- a. The University will provide mandatory professional development sessions on an annual basis to the District's concurrent enrollment secondary teachers on a mutually agreeable schedule.
- b. Attendance at the annual professional development sessions is a requirement for all of the District's concurrent enrollment secondary teachers.
- c. The District will absorb all reasonable costs to ensure that the concurrent enrollment secondary teachers attend one day per academic year of required professional development.
- d. If, after unsuccessful attempts to accommodate attendance, the concurrent enrollment secondary teacher has not attended a mandatory professional development session, the teacher will be ineligible to participate in the University's concurrent enrollment program for one school year. Requalification occurs when the teacher attends professional development as required for the following year.

5. Quality Assurance. The assurance of quality and consistency of concurrent enrollment courses will be governed by the following:

- a. The University will provide a faculty liaison who will work with the concurrent enrollment secondary teacher to ensure that the concurrent enrollment course is consistent with the expectations and outcomes of the course when taught by a University faculty member.
- b. Through informal meetings and/or planned professional development activities, the faculty liaison will share course approaches, philosophy, and copies of materials (including laboratory exercises, assessments, and grading standards) with the concurrent enrollment secondary instructor.

- c. The secondary teacher will work with the faculty liaison to develop a syllabus that is consistent with the expectations and outcomes of the course when taught by a University faculty member.
- d. The secondary teacher will follow the University's procedures for grading and reporting grades.
- e. The faculty liaison will create the final cumulative assessment for the course (for example, a final exam, final project, or final written assignment). The liaison may grade the final assessment or the liaison and the secondary teacher may jointly grade the final assessment. Other key assessments may be jointly graded by mutual agreement between the faculty liaison and the secondary teacher.
- f. Students must follow established procedures for dropping or withdrawing from a University concurrent enrollment course. Deadlines for dropping and withdrawing from the concurrent enrollment course will be provided to the District's POC and teachers in advance. University staff will remind the POC and teachers of the withdrawal date for students within two weeks of the deadline.

6. Student Eligibility. The following stipulations apply to secondary students who participate in the University's concurrent enrollment program:

- a. The students will possess junior or senior status for the participating school year. Exceptions to this eligibility standard may be made on a case-by-case basis through consultation between the District and the University.
- b. The students will complete the University's online concurrent enrollment application.
- c. The students will take the necessary Mathematics and/or English placement tests if required for particular courses.
- d. The District will ensure that students who are enrolled in the University's concurrent enrollment courses meet the eligibility criteria outlined above.
- e. The District retains the right to add eligibility requirements for the University's concurrent enrollment courses in addition to the University's eligibility requirements.
- f. The District's students who are enrolled in a University concurrent enrollment course will follow the University's Academic Dishonesty Policy as stated in the University's catalog.
- g. The District's students will follow their District's student code of conduct policy and complaint procedures in all non-University-related matters.
- h. Students in the University's concurrent enrollment courses will visit the University's campus for planned information sessions and/or tours at least once per year. The District will work with the University on the appropriate scheduling of such visits and facilitate transportation of students to the University's campus.

7. Grades.

- a. A letter grade, not a percentage, for each student will be determined by the high school teacher based on each student's performance on exams and other assignments.
- b. The grade earned in the course will become part of the student's official University academic record and figured into the cumulative grade point average if the student enrolls at the University after completing high school.

8. Transcription of Courses. Courses offered under this agreement will be transcribed in the same manner as other courses offered by the university. No distinction will be made between these courses and other regularly offered courses. Students may obtain transcripts of their coursework from the Registrar in the normal manner.

9. Fiscal Issues.

- a. The University will provide the District's students with a reduced tuition rate. The reduced tuition rate will be \$50 per credit.
- b. The reduced tuition rate will apply only to students of the District.
- c. Tuition payments are the responsibility of the student and/or the District.
- d. Tuition will not be refunded if a student withdraws from a course.
- e. Required textbooks and other materials are the responsibility of the student and/or the District.

10. Rights, Privileges, and Responsibilities. Concurrent enrollment students will be registered as non-degree students at Mansfield University under this agreement and will have the same rights, privileges, and responsibilities as other non-degree students, including the right to a student ID, use of the library, and other academic resources. All Mansfield University policies and procedures, including, but not limited to, academic dishonesty policies shall apply.

11. Regular Admission. Any student from the district who wishes to become a fully matriculated undergraduate student upon graduation from high school must follow the normal application process. Although successful completion of university-level courses is generally viewed as a good indicator of success in college and a strong positive factor in the admission decision, nothing in this document serves to guarantee to a participating student admission to regular status or to any major. Tuition reductions described in paragraph 9 do not apply once a student enrolls in the university outside of this consortial arrangement.

12. Indemnification. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims, or defenses, which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth, the State System of Higher Education, or the University.

13. Insurance. As an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk Management of the Pennsylvania Department of General Services.

14. FERPA. The parties agree to comply with all obligations under the Family Educational Rights and Privacy Act concerning the handling of educational records as defined by the statute.

15. Amendment. This Agreement may be amended at any time upon the mutual written agreement of the parties hereto, with said amendments to be executed by the duly authorized representatives of the parties and with the same formality as this agreement.

16. Termination. This agreement may be terminated by either party upon 120 days written notice. Said notice to the University shall be sent to the President. Said notice to the District shall be sent to the Superintendent of the District.

17. Choice of Law. This Agreement is executed pursuant to and shall be construed under the laws of the Commonwealth of Pennsylvania.

18. Entire Agreement. This is the entire Agreement between the parties hereto and supersedes all prior negotiations and oral understandings between the parties hereto.

IN WITNESS WHEREOF, the President of the University and the Superintendent of the District by their signatures do hereby put this agreement in force.

President, Mansfield University of Pennsylvania

Date

Superintendent, Wellsboro Area School District

Date

Approved as to Form and Legality:

University Legal Counsel, PA's State System of Higher Ed.

Date

**Courses Approved for Concurrent Enrollment
by Mansfield University Faculty
for Academic Year 2020-21**

AST 1105: The Solar System

A descriptive astronomy course concerning contemporary astronomical and astrophysical theories about the solar system. Note: This is an approved general education course in the Natural & Physical Sciences category. It may also be used to satisfy a requirement for the Earth & Space Science concentration within the B.S.Ed. Secondary Education program. 3 credits.

BUS 1130: Introduction to Business and Management

This course provides an overview of the broad concept of business functions, including providing a foundation for understanding the relationship among essential activities of business. Helps students to determine and pursue their areas of interest and aptitude. Note: This course is required by the A.S. Business Administration degree program, all B.S. Business Administration concentrations (Accounting, Management and Marketing), and the B.M. Music: Music Business degree program. 3 credits.

CHM 1101: Introductory Chemistry

A treatment of the fundamental principles of chemistry for non-science majors. Note: Although this course does not meet degree requirements for Chemistry or Biology majors, it may be used to satisfy degree requirements in several programs, including B.S. Geosciences, B.S. Nutrition, B.S. Mathematics: Applied Math concentration, B.S. Respiratory Care, and B.S. Safety Management. It is also an approved general education course in the Natural & Physical Sciences category. 4 credits.

CHM 1102: Organic and Biochemistry

Deals with the principles of organic and biochemistry and their application to topics such as nutrition, consumer products, and the environment. In the laboratory, students carry out various reactions, syntheses, analyses, and separations that exemplify the practice of organic and biochemistry. Prerequisites & Notes: CHM 1101 or permission of instructor. Although this course does not meet degree requirements for Chemistry or Biology majors, it may be used to satisfy degree requirements in the B.S. Geosciences, B.S. Nutrition, B.S. Mathematics: Applied Math concentration, and B.S. Safety Management programs. It is also an approved general education course in the Natural & Physical Sciences category. 4 credits.

ENG 1112: Composition I

Intensive reading and writing of expository prose. Analytical and critical thinking and college-level research skills are emphasized. Note: This course is required by all degree programs. 3 credits.

ENG 1115: Introduction to Literature

Introduction to reading poetry, fiction, drama for understanding and enjoyment. Note: This is an approved general education course in the Humanities category. 3 credits.

GEG 1102: Human Geography

This course studies aspects and distribution of culture. Topics include population, health, language, religion, and economic activities. Note: This is an approved general education course in the Western and Non-Western Global Cultures category. 3 credits.

GEG 1122: Environmental Issues

This course surveys a wide range of environmental issues. Topics include population growth, soils, floods, water availability and quality, sewage treatment, solid and toxic waste, fossil fuels, nuclear power, and alternative energy sources. Note: This course may be used to satisfy degree requirements in numerous programs, including A.A.S. Environmental Technology, A.A.S. Health Education, B.S. Biology: Environmental Biology concentration, B.S. Community Health, B.S. Geosciences (all concentrations), B.S. Safety Management, and B.S.Ed. Secondary Education: Earth & Space Science concentration. It is also an approved general education course in the Environmental, Economic, Social, and Personal Sustainability category. 3 credits.

HST 1111: World Civilization to 1350

A survey of significant ideas, events, and cultural developments from the emergence of ancient civilizations to 1350. Note: This course may be used to satisfy requirements in the B.A. History program and the B.S.Ed. Secondary Education: Social Studies/History Education concentration. It is also an approved general education course in the Western and Non-Western Global Cultures category. 3 credits.

MA 1125: Introductory Statistics

A survey of basic statistical methods for analyzing data. Topics include descriptive statistics, probability, sampling, point and interval estimation, hypothesis tests, linear regression, correlation, and non-parametric tests. Note: This course is required by numerous degree programs, including A.S. Chemical Technology, A.S. Computer Information Systems, A.A.S. Health Education, B.S. Community Health Education, B.S. Biology: Medical Laboratory Sciences Concentration, B.S. Geosciences (all concentrations), B.S.N. Nursing, B.S. Nutrition, B.S.Ed. Secondary Education, B.S. Safety Management, and B.A. Sociology. This course may also be used to satisfy the mathematics requirement in the A.A.S. Environmental Technology program. MA 1125 is also an approved general education course in the Mathematics category. 3 credits.

MA 2231: Calculus I

The purpose of this course is to develop a good understanding of limit, continuity, the derivative and its uses (including modeling and solving problems), to introduce the definite integral, and to establish the important relationship between the derivative and the definite integral. In this context the course will examine different classes of functions numerically, symbolically, and graphically. This course is intended for mathematics and science majors. Prerequisites & Notes: MA 1165: Pre-Calculus or high school algebra and trigonometry. This

course may be used to satisfy degree requirements in several programs, including B.S. Business Administration (all concentrations), B.S. Biology (all concentrations), B.S. Chemistry (all concentrations), B.S. Computer & Information Science (all concentrations), B.S. Geosciences: Geology concentration, B.S. Mathematics (all concentrations), and B.S.Ed. Secondary Education: Mathematics Education concentration. MA 2231 is also an approved general education course in the Mathematics category. 4 credits.

MA 2232: Calculus II

This is a continuation of MA 2231 and is intended to develop a good understanding of the definite integral and its uses including calculating area and applying numerical computation and estimation techniques, and to develop basic integration techniques. Differential equations, Taylor polynomials, series, exponential functions, logarithmic functions, and polar coordinates, and analytic geometry are also covered. Prerequisites & Notes: MA 2231 or equivalent. This course may be used to satisfy degree requirements in several programs, including B.S. Chemistry (all concentrations), B.S. Computer & Information Science: Computer Science concentration, B.S. Geosciences: Geology concentration, B.S. Mathematics (all concentrations), and B.S.Ed. Secondary Education: Mathematics Education concentration. 4 credits.

PSC 2201: Introduction to American Government

An introductory course on the major institutions and processes of the U.S. political system. Topics discussed include the principles of governance, separation of powers, checks and balances, federalism, civil rights and liberties, and policymaking. Note: This course may be used to satisfy requirements for the B.A. Political Science program, the B.S. Criminal Justice Administration program, and the B.S.Ed. Secondary Education: Social Studies/History Education concentration, and the Pre-Law minor. It is also an approved general education course in the Ethics and Civic Responsibility category. 3 credits.

PSY 1101: Introduction to General Psychology

Designed to familiarize students with the application of scientific psychology to human life. Emphasis is on "normal" behavior and its antecedents. Includes the study of broad categories of human behavior through various psychological models. Note: This course is required by the following degree programs: A.A.S. Health Education, B.S. Respiratory Care, B.S. Community Health Education, B.S.Ed. Early Childhood Education, B.M. Music Education, B.S.Ed. Secondary Education (all concentrations), and B.S. Psychology (all concentrations). PSY 1101 is also an approved general education course in the Social and Behavioral Sciences category. 3 credits.

SCI 1107: Physical Science I

An introduction to astronomy, forces and motion, and energy. Students will often construct laboratory apparatus from readily available sources to make physical measurements. This general education course is particularly suitable for elementary education majors. Note: This course may be used to satisfy requirements in the B.S.Ed. Secondary Education: Earth & Space Education concentration as well as the Forensic Science minor. It is also an approved general education course in the Natural & Physical Sciences category. 3 credits.

SCI 1108: Physical Science II

An introduction to the atom, chemistry, electricity and magnetism, sound, and light. Students will often construct laboratory apparatus from readily available sources to make physical measurements. This general education course is particularly suitable for elementary education majors. Note: This course may be used to satisfy requirements in the B.S.Ed. Secondary Education: Earth & Space Education concentration as well as the Forensic Science minor. It is also an approved general education course in the Natural & Physical Sciences category. 3 credits.

SOC 1101: Introduction to Sociology

Introduction to the basic concepts, premises, and techniques involved in the scientific approach to the study of human societies. Analysis is made of selected aspects of social behavior at interpersonal, intergroup, and societal levels. Global perspectives are explored. Note: This course is required by the following degree programs: A.A.S. Health Education, B.A. Sociology, B.S. Community Health Education, B.S. Nutrition, B.S.N. Nursing, and B.S.W Social Work. SOC 1101 is also an approved general education course in the Social and Behavioral Sciences category. 3 credits.