

Memorandum of Understanding

Between The Hang Seng University of Hong Kong

And

_____ (Community Partner)

On

_____ (Name of Service-Learning Project)

This Agreement is between The Hang Seng University of Hong Kong, hereinafter referred as "HSU" and _____ (community partner), hereinafter referred as "agency." The signing of this agreement indicates that the parties are entering into an active service-learning partnership from _____ (Date) to _____ (Date). This agreement describes the two-way responsibilities and expectations of this partnership.

I. RESPONSIBILITIES AND EXPECTATIONS OF HSU

1. The person listed below will serve as the designated service-learning liaison to your agency:

Name	Ms Iris Leung
Title	Liaison Officer
Phone	3963-5077
Email	irisleung@hsu.edu.hk

2. Designated liaison person will communicate with your agency in a timely and responsive manner throughout the year and provide your agency with the information requires in order to effectively host service-learning activities.
3. Designated liaison person will collaborate with staff members at your agency to organize service-learning activities, including drafting documents, scheduling the date(s) of service-learning projects, planning service activities and tasks, and/or assigning students to tasks.
4. Designated liaison person will keep in touch with staff members at your agency to develop a sound method for accurately tracking and verifying the attendance of students on service-learning activities.

5. Designated liaison person will discuss with staff members at your agency to assess and evaluate the quality of students' work on behalf of your agency.

II. RESPONSIBILITIES AND EXPECTATIONS OF AGENCY

1. Agency will communicate with HSU liaisons, module instructors, staff and students in a timely and responsive manner throughout the year and provide HSU with the information requires in order to facilitate service-learning activities.
2. Agency will read and review all communications from HSU.
3. Agency will notify HSU immediately about changes to program locations or program offerings, key staff turnover, funding interruptions or other programmatically significant matters.
4. Agency staff will collaborate with HSU liaisons to organize service-learning activities, including drafting documents, scheduling the date(s) of service-learning projects, planning service activities and tasks, and/or assigning students to tasks.
5. Agency staff will ensure that any pre-service requirements are completed in a timely and efficient manner.
6. Agency staff will work with HSU liaisons to ensure that initial and ongoing training will be provided to service-learning students so that they are able to perform their tasks, develop their skills, and effectively respond to the agency's needs.
7. Agency agrees that under no circumstances may HSU service-learning students receive monetary compensation for their service-learning or substitute paid work at a partner agency for service-learning hours.
8. Agency hereby designates the following primary liaison for HSU service-learning activities:

Name

Title

Phone

Email

9. Agency agrees that the primary liaison named above is responsible for the following:
 - a. submit complete and accurate agency information to HSU liaisons;
 - b. provide orientation and training to service-learning module instructors and students on program tasks and arrange site visit as needed;
 - c. monitor HSU service-learning students' performance and their progress;
 - d. provide feedback to HSU liaisons, module instructors, staff and students when necessary;
 - e. communicate regularly with HSU liaisons, module instructors, staff and students;
 - f. verify the attendance of HSU students on service-learning activities and evaluate the quality of students' work;
 - g. respond to service-learning assessments from HSU, if applied;
 - h. Attend celebration or sharing session of HSU service-learning to share experience with other stakeholders or counterparts.

10. Agency agrees to provide complete transparency regarding organization information (e.g., budget, staff, board) as it relates to the needs of the service-learning students in their work for the agency.

III. SIGNATURE

This document reflects my understanding of the relationship.

Community Partner:

The Hang Seng University of Hong Kong:

 (Signature)
 <Name in Full>

 (Signature)
 Dr Felix Tang

<Title/Post> e.g. Project Manager

Assistant Director of Service-Learning Section

<Name of agency>

Centre for Teaching and Learning

 <Date>

 <Date>