

Memorandum of Understanding (MOU)
Purdue University-West Lafayette and Lafayette School Corporation

This Memorandum of Understanding (“MOU”) is entered into as of **Date**, by and between Purdue University – West Lafayette (“Purdue” or “We”) and **Lafayette School Corporation** (“school partner or community partner” or “You”).

I. Purpose

- i. The purpose of this MOU is to define the partnership between Purdue and “school partner or community partner” to best serve 8-10 grade students interested in preparing for post-secondary education. This MOU includes a summary of commitments from both parties.

II. School or Community Partner

- i. The Lafayette School Corporation (LSC) serves the Lafayette, Indiana community with a mission to inspire and empower all students to learn, hope, dream, excel, contribute, create, and appreciate. LSC is committed to educating the whole child by supporting students' academic, social, emotional, and physical development while fostering positive relationships, collaboration, innovation, and lifelong learning. The district provides a comprehensive educational experience through its elementary, middle, high school, and virtual learning programs, emphasizing rigorous instruction, responsible citizenship, and student success both in school and beyond. Guided by its "One Nation, One Family" philosophy, LSC works collaboratively with families and the community to create an inclusive and supportive environment where every student can thrive.

III. Purdue University – West Lafayette Background and Approach

a. Purdue University

- i. At Purdue, we never stop our persistent pursuit of the next giant leap. Whether you want to be an engineer, an artist, a health care worker, or an entrepreneur, you can choose from over 200 majors to follow your passions and achieve your goals. Being part of our community introduces you to over 1,000 student organizations dedicated to service, learning, and fun. Boilermakers engage in world-changing research to deliver innovation, while creating an environment of

inclusion and a culture of hard work that helps build balance and growth. In the lab, the field, the studio and on the stage, we keep learning and growing, leaving nothing untested, and nothing undone. This is the kind of place where you build your future, one small step at a time.

1. Located in West Lafayette, Indiana, Purdue University serves as the state's land-grant institution and aims to create access to a quality post-secondary education for all Hoosiers. Our commitment to the state of Indiana and its residents has been proven to create a bright future for the students and communities we serve.
2. At its core, our work is about **economic mobility, leadership development, and belonging**. It's about making sure young Hoosiers have everything they need to journey from their classrooms to a career they desire.

ii. **Early Outreach**

1. Early Academic Outreach Coordinators have been strategically placed in Lake, Tippecanoe, and Marion County. Their focus is assisting students and families in grade 8-10. Their aim is to provide guidance on career preparation, family support, college knowledge, academic course selection/preparations, mentoring and guidance. They do not replace the efforts of school counselors or local community-based organizations. They are positioned to support these local groups in student success.

iii. **Purdue Efforts**

1. We strive to serve all students with an interest in college preparation in grades 8-10.
2. We provide our school partners and community partners with a dedicated local Purdue Staff member, selected by the Office of Enrollment Management, tasked with meeting school partner or community partner students and families to prepare them for post-secondary education.
3. We build knowledge and understanding among school partners and community partners about college preparations, career preparation, college visits and programs, and resources for counselors to continue to serve their students.

- iv. We build knowledge and understanding among school or community partner students about college preparations, career preparation, college visits and programs, family resources, and strategies to best position themselves to pursue post-secondary education.
- v. We hold ourselves accountable individually through performance management and feedback systems, and collectively by developing and sharing our goals and establishing internal and external structures, to monitor progress and inform our work.
- vi. **The Purdue Strategy**
 - 1. Presentations- Why College, Lift Off, and On Track
 - a. Targeted to 9-10 graders, **Why College** outlines the reasons higher education is critical to social and financial mobility later in life while also providing steps to create goals to achieve success in school or community partners.
 - b. Designed for students transitioning from 8th grade to High School, **Lift Off** identifies key steps a student can take to transition to this new learning environment and leverage available resources in school and the community.
 - c. **On Track** provides a framework for parents/supporters to help their student as they navigate School and prepare for college and success beyond School.
 - 2. One on One Meetings
 - a. One on one meetings are 30–60-minute meetings with students alone and/or with their supporters to discuss their plan to achieve higher education. Each one-on-one meeting has four pillars; **Welcome, Updates, Counseling, and Planned Follow up**. Follow up meetings occur every 6 months to ensure students remain on track.
 - 3. Campus Visits
 - a. Purdue has multiple opportunities to expose students to the physical campus in West Lafayette, Indiana. Group visits, Purdue Community Tracks Day, and Special Tours are promoted to the school partners and community partners with a goal of helping

students visit campus at least once between 8-10 grades. Group and Special visits happen multiple times per week throughout the year. Purdue Community Tracks Day is an Open House occurring on select Saturdays in October and April.

IV. The Ideal School Partner or Community Partner

- i. Has strong commitment to college matriculation for its students.
- ii. Strives to provide access to college preparation resources for their students including advanced coursework, college and career exposure, counseling, and communication to students and families about opportunities to pursue higher education.
- iii. Willingness to partner with colleges by providing students time during the school day to meet with college representatives to build college knowledge and academic preparation.
- iv. Provides timely communications to students and families about activities happening at the school or community center in the local area created to provide college access.
- v. Provides funding or access opportunities for students to travel to a college campus.
- vi. Collaborates with colleges to create strategies to best serve their community, more specifically with respect to communication, educational content, and outcome data.
- vii. Is excited about creating a mutually beneficial relationship with Purdue University that focuses on college mobility, career preparation, and college knowledge.
- viii. Has the capacity along with Purdue University to work towards a reciprocal partnership grounded in engagement and accountability.

b. Associated Costs

- i. There is no direct cost to the school partners and community partners for the outreach provided to counselors, students, parents, or community by Purdue.
- ii. Indirect costs may be incurred by the school partners and community partners for costs associated with transportation to a campus visit, student and chaperone meals during a college visit, or other costs associated with visiting the West Lafayette Campus.

- iii. On a case-by-case basis, Purdue's Office of Admissions will determine if Purdue grants will be available to offset costs incurred for a school partner and community partner campus visit.

V. Expectations of School or Community Partner

School or Community Partners will

- i. Designate a school partner or community partner staff member to serve as a Primary Contact for Purdue's Office of Admissions. The Primary Contact will be responsible for the administration, maintenance, and execution of this Memorandum of Understanding. The Primary Contact will receive and distribute or cause to be distributed any communications to students, parents, or counselors about Purdue opportunities for students and will work closely with Purdue staff to arrange Purdue presentations, one-on-one meetings between students and a Purdue staff member, and Campus Visits outlined above. The Primary Contact is listed below.
- ii. Provide space inside the school or community center to provide 2+ presentations per academic semester.
- iii. Provide a weekly space inside the school or a local community center available for one-on-one meetings with students.
- iv. Subject to parent/legal guardian and school preferences, excuse students from class or lunch for a 30 minute one on one session with Purdue staff at least once per academic semester.
- v. Forward communications about Purdue Early Outreach efforts to family units and counselors in a timely manner.
- vi. To the extent possible given resource constraints, coordinate Purdue West Lafayette Campus Visits for cohorts of students. School Partner will be responsible for transportation to and from the West Lafayette Campus and will provide supervision of all School students involved in a Campus Visit consistent with any school policies, regulations, or requirements. At every Campus Visit, School Partner will Provide chaperones at a 10/1 ratio for Campus Visits, if school personnel are available. If a 10/1 ratio is not possible, the school will make every effort to get as close to that ratio as possible.

- vii. Participation in Purdue University Early Outreach programming under this MOU shall be voluntary. Lafayette School Corporation will provide parents and legal guardians with the opportunity to opt their student out of any or all portions of the Early Outreach program described in this MOU. A student whose parent or legal guardian elects to opt the student out of one or more components of the program shall not be required to participate in those components.

VI. Expectations of Purdue University:

Purdue University will

- i. Provide a dedicated staff member to support school partner and community partner students and counseling staff regarding post-secondary preparation. Contact information for Purdue is provided below.
- ii. Educate school partner and community partner students on career preparations, academic coaching, community engagement, and academic success.
- iii. Coordinate school partner and community partner Campus Visits.
- iv. At an appropriate time in a school partner and community partner student's academic career, support the transition from Purdue Outreach Staff to Purdue Recruitment Staff.
- v. Provide support for school partners and community partners counseling staff to engage students in Purdue-specific academic programs like Fast Start, Summer College for School Students, Summer Camps, and other campus engagement opportunities.
- vi. Any Purdue University employee, representative, or other individual acting on behalf of Purdue University who will work directly with Lafayette School Corporation students pursuant to this MOU shall successfully complete the Lafayette School Corporation's required volunteer background check prior to beginning work with students or providing services within an LSC school or facility. Any costs associated with the required background check shall be the responsibility of Purdue University and/or the individual acting on behalf of Purdue University, and shall not be the responsibility of Lafayette School Corporation.

VII. MOU Renewal and Termination:

- i. This Memorandum of Understanding will be in effect for a period of one year and will automatically renew unless one party notifies the other party in writing. Either party may terminate within thirty (30) days upon written notice to the other party. Purdue University and school partners or community partners will evaluate the partnership annually to determine if modifications or updates to the MOU are needed.
- ii. All notices, consents and other communications hereunder must be in writing to the signatories of this Agreement or to another individual designated in writing by the signatory. Notices delivered via electronic mail will be considered sufficient written notice.

Contact Information**Purdue University-West Lafayette**

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765-496-3408	

School Partner or Community Partner

Primary Contact:

Name: _____ Title: _____

Email: _____ Phone Number: _____

County _____

Additional Contact (preferably a Director of Guidance)

Name: _____ Position: _____

Email: _____ Phone Number: _____

PURDUE UNIVERSITY-WEST LAFAYETTE

Print Name: _____ Title: _____

Signature: _____ Date: _____

SCHOOL PARTNER OR COMMUNITY PARTNER

Print Name: _____ Title: _____

Signature: _____ Date: _____