**SAMPLE MEMORANDUM OF UNDERSTANDING (MOU)**

**FOR A PROJECT-BASED APPROACH**

Between

**The Cancer, Culture, and Community Program**

and

**Don Unger’s section of**

**ENGL 108 Accelerated First-Year Composition**

This is an agreement between “*Party A,*” hereinafter called *CCC* and “*Party B*,” hereinafter called *ENGL 108*.

**I. PURPOSE & SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to an introductory video for *CCC*’s *More to Live For* screening and reception on 3 November 2011 at 7:30 pm in Fowler Hall on Purdue University’s main campus in Lafayette, IN.

To support this goal, *Party B* will construct a three to five minute introductory video for the 3 November 2011 event. To that end, *Party A* will help facilitate video production as outlined below.

**II. BACKGROUND**

 *CCC* was developed by the Oncological Sciences Center in partnership with the College of Liberal Arts at Purdue University and members of the West Lafayette and Lafayette communities in order to explore human responses to cancer as expressed through the arts and literature.

 *ENGL 108* is a first-year composition course developed around service learning and community engagement course. Student work aims at developing writing, broadly conceived, related to community-based projects. This particular section of ENGL 108 devotes attention to digital composition, with an emphasis on film production.

 **III.** ***CCC*****RESPONSIBILITIES UNDER THIS MOU**

*CCC* shall undertake the following activities:

* Provide contact information for the following interviews:
	+ Bone marrow recipient who can speak about his/her experience with the registry
	+ Participant(s) in the Jazz Sampler event
	+ Participants who have helped collect samples for the BMR
* Visit the ENGL 108 on 18 October 2011 between 9-10:15 am in the electrical Engineering Building, room 234. This visit serves to introduce students to the CCC and answer any questions pertaining to the organization and upcoming event.
* Deliver:
	+ music from artists involved in the Jazz sampler event that can be used in the film.
	+ high-quality photographs from previous events this fall (Jazz Sampler or Registry).
	+ a high-quality copy of the *CCC* logo.
	+ promotional materials from previous events this fall, such as press releases, posters, etc.
* Maintain regular contact with course instructor, Don Unger.
* Provide:
	+ reimbursement for the cost of mini DV tapes used in the production of the video.
	+ a DVD copy of *More to Live For* to be shown to ENGL 108 students at the beginning of the project.
* Attend a meeting with the ENGL 108 class between 9 and 10:15 am on 1 November 2011 in the Electrical engineering Building, room 234 to preview the student-generated videos and discuss any questions or concerns before final edits to the video for the 3 November 2011 event.

**IV. *ENGL 108*****RESPONSIBILITIES UNDER THIS MOU**

*ENGL 108* shall undertake the following activities:

* Deliver:
	+ 3 x 3-5 minute videos (with images, interviews, music, etc.) to be used as an introduction to the 3 November *CCC* *More to Live For* event. These 3 videos will be shown to a *CCC* representative on the morning of 1 November with the ENGL 108 class between 9 and 10:15 am on 1 November 2011 in the Electrical engineering Building, room 234.
	+ 1 x 5 minute video, culled from the previous videos.
	+ a DVD containing said video to the CCC on the morning of 3 November 2011.
	+ DVD copies of the final films to all interview participants.
* Contact potential interview subjects and coordinate interviews.
* Conduct all interviews, filming, and editing used in the video project.
* Collect all permissions to use photographs, music, and likeness of participants, and turn these permission forms over to the CCC with the final film.
* Provide all necessary film production equipment via the ICaP office, ITaP, and the DLC.

**V. EFFECTIVE DATE AND SIGNATURE**

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from 3 October 2011 to 4 November 2011.

*Parties A* and *B* indicate agreement with this MOU by their signatures.

Signatures and dates

Bambrah Miller/CCC Don Unger/ENGL 108

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 Date Date