Memorandum of Understanding Between  
University of Southern California’s Joint Educational Project  
And  
Community School Partners  

**USC Joint Educational Project agrees to:**  
- Recruit, place and train USC students (primarily undergraduates) to be placed on a semester basis for eight-week assignments as mentors/tutors, teaching assistants, mini-courses and special assignments as requested.  
- Require all USC students to be TB tested and collect documentation from each student to keep on file prior to students entering the school for JEP assignments.  
- Assign a JEP staff member (Director of Community Partnerships) to work closely with JEP Coordinators at the school sites in determining volunteer needs, placing USC students, and monitoring students’ experiences through weekly reflective journals.  
- Facilitate quality improvement processes, evaluations, and providing access to data and needed.

**JEP School Partner agrees to:**  
- The selection of a school staff member to act as ‘JEP Coordinator’ at the school.  
- The JEP Coordinator must place students for each of the various JEP options – individual assignments (mentors/tutors and teaching assistants) AND Mini-courses.  
- The JEP Coordinator, or a representative, must be released from school responsibilities two days at the start of each semester for match-ups. These two days are when all JEP students are assigned to schools.  
- The JEP Coordinator must distribute and collect student evaluations at the end of each semester, and return them to JEP to be delivered to USC professors for student credit.  
- The JEP Coordinator, or a representative, must be released one additional day at the end of each semester for the JEP Coordinator Luncheon. Student Evaluations will be collected at this event, as well as a debriefing of the most recent semester and look ahead to the next.  
- Participating classroom teachers will agree to remain in the classroom at all times while JEP student(s) are in the classroom as they are held personally liable for the supervision and safety of their students in accordance with the laws of California.

**For School Partner:** ________________________________________________  
Name of School  
____________________________________  
Name of School Principal  
____________________________________  
Name of Designated JEP Coordinator  
____________________________________  
Signature of School Principal  
____________________________________  
Signature of Designated JEP Coordinator  
____________________________________  
Date  
____________________________________  
Date
For USC Joint Educational Project:

_______________________________  _______________________________
Tammy Anderson                    Brenda Pesante
Executive Director                Director of Community Partnerships

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Date                          Date