NEW MEXICO
Public Education Department

Work-Based Learning Partnership
MOU Planning Guide

Purpose
This document identifies the key components for establishing effective work-based learning partnerships between Early College High Schools (ECHS) and workforce partners, including student learning experiences, partner responsibilities, safety, supervision, and outcomes.

How to Use This Document
Use the following topics and bulleted items to develop a new workforce partnership MOU or review an existing agreement. Adapt the guidance to the type of work-based learning experience and consult district leadership or legal counsel as appropriate before finalizing the agreement.

1. **Parties & Purpose**
   - Names and roles of the school/district and business partner
   - Purpose of the partnership and intended student outcomes, such as career readiness, skill development, and workplace exposure
   - Effective dates and duration of the agreement
2. **Definitions**
   - Definition of work-based learning (WBL) in this context, including applicable experiences such as internships, job shadowing, mentorships, and apprenticeships
   - Clarification of key terms, such as mentor, supervisor, and learning objectives
3. **Scope of Experience**
   - Types of WBL experiences to be provided
   - Number of students, duration, hours, and timeframe
   - Location(s) where experiences will take place
4. **Learning Objectives & Alignment**
   - Clearly defined student learning objectives
   - Connection to curriculum, academic competencies, and career-technical education pathways
   - Expectations for skill development and workplace competencies

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5. **Roles, Supervision, Mentorship & Evaluation**
    - **School/District Responsibilities:** Identify and prepare students for participation, coordinate with the business partner, provide applicable academic connections or credit, monitor student progress, and ensure compliance with applicable district policies and requirements.
    - **Business Partner Responsibilities:** Provide the work site and designated supervisor or mentor, facilitate authentic workplace learning experiences, maintain a safe work environment, and provide feedback on student performance.
    - **Supervision & Mentorship:** Identify who will supervise and mentor students, establish the frequency of supervision and communication, and describe procedures for addressing concerns.
    - **Evaluation & Feedback:** Define how student learning and performance will be evaluated, how feedback will be shared, and how evaluation results will be used to support student growth.
6. **Student Eligibility & Requirements**
    - Student eligibility criteria, including grade level and prerequisites, if applicable
    - Participation requirements, including attendance, conduct, required clearances, and safety training
    - Any additional participation requirements specific to the work-based learning experience
7. **Logistics & Operational Details**
    - Schedule, hours, transportation, dress code, and other logistical arrangements
    - Work-site details, including address, facilities, and required tools or equipment
    - Compensation arrangements, if applicable, including whether students will be paid
8. **Data Sharing & Reporting**
    - Data to be collected, such as student participation, hours, types of learning experiences, and student outcomes
    - Reporting frequency and responsible parties
    - Identification of who may receive the data, including the school, business partner, or applicable state agencies
    - Data format, confidentiality requirements, and compliance with FERPA and other applicable laws

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9. **Health, Safety, Insurance & Liability**
    - **Legal and Safety Compliance:** Identify applicable federal, state, and local requirements, workplace safety standards, and district policies, including OSHA requirements where applicable.
    - **Insurance & Liability:** Specify each party's insurance responsibilities, applicable coverage requirements, and arrangements for student participation at the work site.
    - **Emergency Procedures & Risk Management:** Establish procedures for emergencies, accidents, injuries, incident reporting, and addressing workplace hazards.
    - **Student Safety Preparation:** Identify required safety training, personal protective equipment, supervision, and site-specific safety procedures students must complete before participating.
10. **Equity, Accessibility & Inclusion**
    - Procedures that promote equitable access, including opportunities for underrepresented students and appropriate accommodations.
    - Nondiscrimination and fair student selection practices
11. **Resources & Costs**
    - Responsibilities for costs associated with materials, training, transportation, and protective equipment
    - Any financial contributions, incentives, or other costs to the business partner
12. **Monitoring, Review & Continuation**
    - Designated partnership liaison or oversight structure
    - Process for reviewing partnership effectiveness using relevant measures and feedback from students, the school, and the business partner
    - Process for renewing, amending, or ending the agreement
13. **Dispute Resolution**
    - Procedures for addressing concerns, resolving disagreements, and escalating unresolved issues
14. **Signatures**
    - Names and titles of authorized representatives for both parties
    - Signature dates

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