

**MEMORANDUM OF UNDERSTANDING  
COLLEGE CONNECTION COACH PROGRAM  
IVY TECH COMMUNITY COLLEGE, LAFAYETTE AND  
LAFAYETTE SCHOOL CORPORATION**

With this agreement, Ivy Tech Community College, Lafayette and Lafayette School Corporation agree to offer a College Connection Coach program for Jefferson High School.

**INTRODUCTION**

Ivy Tech Community College will be the lead post-secondary partner with Jefferson High School for a College Connection Coach program. Students at Jefferson High School will be able to access college coaching, guidance, and mentoring services of dedicated staff provided by the College at no charge to students or Jefferson High School.

**AGREEMENT COMMENCEMENT AND TERMINATION**

This agreement for a College Connection Coach program by and between Ivy Tech Community College, Lafayette and Lafayette School Corporation shall commence on \_\_\_\_\_ and shall remain effective through May 31, 2018. This agreement shall automatically renew each year on August 1st unless written notice of termination is provided by either party. Either party shall have the right to terminate this Agreement for any reason by giving thirty (30) calendar days written notice of such termination. Effective date of the termination will be the last day of the semester in which the termination is delivered.

**COLLEGE CONNECTION COACH**

Ivy Tech Community College, Lafayette will be providing one College Connection Coach to participating secondary schools in Tippecanoe County. Participating Tippecanoe County High Schools include Jefferson, Harrison and McCutcheon. The primary goal of the College Connection Coach is to establish relationships with high school students in order to encourage and assist students toward enrollment in college and persistence toward degree completion. The College Connection Coach will plan and implement outreach services and dual credit opportunities as a part of the Jefferson High School and Ivy Tech Community College partnership. The coach will provide college and career support to high school students who are seeking employment, a four-year degree, a technical certificate or Associate degree. Students will meet with the coach to map out potential career development plans, and the coach will help students to make a successful transition to post-secondary after high school graduation.

**HIRING PROCESS**

The College Connection Coach will be an employee of Ivy Tech Community College. Hiring guidelines for Ivy Tech Community College will be followed.

**AFFIRMATIVE ACTION**

Ivy Tech Community College agrees to abide by all applicable affirmative action/equal opportunity laws, rules, and regulations in the recruitment, selection, employment activities, and in the instruction of the students. All Federal Laws and Regulations will be followed. Issues that arise relative to this area of the agreement will be communicated to the College on a timely basis so as not to adversely affect the College.

**CRIMINAL HISTORY CHECK**

The College Connection Coach through Ivy Tech Community College shall undergo a criminal background check prior to interaction with Jefferson High School students.

**TERMINATION PROCESS**

The College Connection Coach should be jointly evaluated by the Director of Secondary Initiatives for Ivy Tech Community College and an assigned representative for Jefferson High School to address any performance concerns raised by either party. All Ivy Tech Community College hiring and dismissal policies will be followed.

**PARTICIPATION AND CORPORATION RESPONSIBILITIES**

Students who participate in dual credit courses must meet eligibility requirements of the post-secondary institution. Students may need to meet Accuplacer or equivalent college entrance scores in order to earn college credit for courses that have prerequisites. Students will receive orientation and counseling from Jefferson High School staff, Ivy Tech staff, and the Ivy Tech College Connection Coach as to which courses are available, and the requirements of each to participate.

Jefferson High School will be responsible for providing the College Connection Coach with physical access to adequate working space, which may include a private or semi-private office or other easily accessible space, at no charge to Ivy Tech Community College. In addition, Jefferson High School will provide the College Connection Coach with access to basic office supplies, internet and basic telephone access, and routine technical support as needed, at no charge to Ivy Tech Community College.

**CLASS OFFERINGS AND FEES**

Ivy Tech Community College, Lafayette and Jefferson High School will determine jointly which classes will be available to students for Dual Credit. Students taking Ivy Tech Community College Dual Credit classes at Jefferson High School will be taught by appropriately credentialed high school teachers and will not be charged tuition.

**SIGNATURE OF AGREEMENT**

In witness whereof, this agreement is signed and entered into by the duly authorized representatives of Ivy Tech Community College, Lafayette and Jefferson High School.

Jefferson High School

Ivy Tech Community College, Lafayette

AS SIGNED BY:

\_\_\_\_\_  
Mr. Les Huddle  
Superintendent  
Lafayette School Corporation  
Date: \_\_\_\_\_

\_\_\_\_\_  
Dr. David Bathe  
Chancellor/Executive Dean,  
Ivy Tech Community College – Lafayette  
Date: \_\_\_\_\_

\_\_\_\_\_  
Mr. Mark Preston  
Principal  
Jefferson High School  
Date: \_\_\_\_\_

\_\_\_\_\_  
Dr. Todd E. Roswarski  
Vice Chancellor of Academic Affairs  
Ivy Tech Community College – Lafayette  
Date: \_\_\_\_\_

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Ms. Yvonne Peña  
Director of Secondary Initiatives  
Ivy Tech Community College – Lafayette  
Date: \_\_\_\_\_