

Memorandum of Understanding
Between
Kirkwood Community College
and
Linn-Mar Community School District

This Memorandum of Understanding (MOU) is submitted pursuant to the 28E Master Agreement for the K-12 Partnership between Kirkwood Community College and Linn-Mar Community School District for the purpose of establishing a collaborative partnership through the Workplace Learning Connection program to provide high-quality, equitable, career-connected learning opportunities for students through work-based learning, career exploration, and career development activities.

I. PURPOSE

The purpose of this agreement is to:

- Strengthen career awareness, exploration, and preparation opportunities for students;
- Support implementation of Iowa career and academic planning expectations;
- Connect students with local employers, industries, and postsecondary pathways;
- Provide equitable access to high-quality work-based learning experiences;
- Coordinate regional career exploration activities and employer engagement;
- Support workforce development needs within Eastern Iowa communities.

This MOU outlines the responsibilities of Workplace Learning Connection and the participating District related to student participation in career development programming and work-based learning experiences.

II. WORKPLACE LEARNING CONNECTION RESPONSIBILITIES

Kirkwood Community College Workplace Learning Connection agrees to:

A. Career Exploration and Work-Based Learning Services

1. Provide high-quality, age-appropriate, and relevant work-based learning and career exploration activities for District students.
2. Coordinate and facilitate career-connected learning opportunities that may include, but are not limited to:
 - Career Discovery Tours
 - STEAM Institute programming

- Financial Literacy Fair experiences
 - Classroom speakers and interactive presentations
 - Career fairs
 - Mock interviews
 - Job shadows
 - Internships
 - Industry tours and career awareness events
3. Provide middle/junior high and senior high student services based on school population to establish equity of support among participating districts.
 4. Coordinate employer, business, industry, nonprofit, and community partnerships that support student career awareness and workforce preparation.

B. District Collaboration and Support

6. Collaborate with District leadership in the development and implementation of Career and Academic Plans and career readiness initiatives.
7. Collaborate with Grant Wood AEA, Kirkwood Community College, and other educational partners to provide professional development opportunities related to career-connected learning and work-based learning.
8. Provide guidance and technical assistance regarding work-based learning best practices, program implementation, employer engagement, and student preparation.
9. Provide annual reporting to District Administration regarding services delivered, student participation, and program outcomes.
10. Provide communication materials, registration information, timelines, and program resources necessary for successful implementation of WLC activities.

C. Equity, Safety, and Compliance

11. Assist the District in fulfilling its non-delegable duty to provide an educational environment free from unlawful discrimination.
12. Promote equitable access to career-connected learning opportunities for all students regardless of sex, race, color, creed, religion, national origin, disability, marital status, sexual orientation, gender identity, or socioeconomic status.
13. Work collaboratively with District personnel and employer partners to ensure student safety, confidentiality, and appropriate workplace expectations.
14. Maintain procedures and practices aligned with applicable federal, state, and institutional regulations.

III. SCHOOL DISTRICT RESPONSIBILITIES

The District agrees to:

A. District-Level Responsibilities

5. Identify Workplace Learning Connection as the designated regional intermediary and single point of contact for work-based learning coordination involving student and educator career exploration activities.
6. Support and promote student participation in career-connected learning activities and work-based learning experiences.
7. Provide awareness of elective, academic internship, and/or practicum opportunities through the District's Program of Studies and award appropriate academic credit when applicable.
8. Allow reasonable access to the school community through school websites, newsletters, student communications, and other District publications for WLC-related activities and opportunities.
9. Assist WLC in helping ensure an educational environment free from discrimination, including providing information necessary to facilitate communication with students, families, and third-party providers.
10. Ensure participating students are covered under District liability insurance policies in accordance with District procedures and applicable law.
11. Designate District and/or building-level contacts to coordinate with WLC staff regarding student participation, scheduling, communication, and programming.

B. Building-Level Responsibilities

At the building level, the Principal and Administrative Team agree to:

12. Ensure equitable access and participation opportunities for students and staff in career development and work-based learning activities.
13. Provide appropriate school contacts, preferably within counseling or career services, to serve as liaisons with WLC.
14. Promote flexibility in student scheduling to accommodate internships, job shadows, career tours, and other approved career development activities.
15. Support student attendance and participation in approved WLC programs and activities.
16. Encourage educator participation in career-connected learning and workforce engagement opportunities.

C. School Contact Responsibilities

In partnership with the WLC School Liaison, designated school contacts agree to:

17. Assist with student recruitment, preparation, and follow-up for career development activities.
18. Adhere to activity request timelines, scheduling deadlines, participation requirements, and compliance procedures.
19. Assist with collection and submission of required student documentation, permissions, evaluations, and transportation arrangements when applicable.
20. Communicate student support needs, accommodations, or concerns that may impact successful participation.
21. Support student professionalism and readiness expectations.

IV. PROGRAMMING AND PARTNERSHIP OPPORTUNITIES

The following are examples of annual and ongoing WLC partnership opportunities available to participating districts. Specific programming may vary annually based on scheduling, employer participation, regional needs, and available resources.

A. Career Discovery Tours

Career Discovery Tours provide students with opportunities to explore high-demand careers and industries throughout Eastern Iowa by visiting local employers and hearing directly from professionals about:

- Career pathways;
- Industry trends;
- Workplace expectations;
- Education and training requirements;
- Local employment opportunities.

B. STEAM Institute

STEAM Institute programming immerses students in science, technology, engineering, arts, and mathematics through hands-on, interactive experiences facilitated by business and industry partners.

Students participate in career exploration activities that increase awareness of regional STEAM career pathways and local workforce opportunities.

C. Financial Literacy Fair

The Financial Literacy Fair provides students with practical experience connecting career choices, income, budgeting, and financial decision-making.

Students participate in simulated real-world budgeting exercises with support from community volunteers and financial professionals.

D. Classroom Speakers and Interactive Presentations

WLC coordinates industry professionals to provide classroom presentations and career awareness experiences that connect classroom learning with career pathways and workforce expectations.

E. Career Fairs

Career fairs provide opportunities for students to engage directly with employers, industry representatives, training providers, and post-secondary institutions regarding:

- Career opportunities;
- Educational pathways;
- Industry expectations;
- Local workforce needs.

F. Mock Interviews

Mock interview programs allow students to practice interviewing skills and professional communication with business and industry volunteers in preparation for employment and post-secondary opportunities.

G. Internships

WLC supports coordination of internships and extended work-based learning experiences that allow students to:

- Explore careers through authentic workplace experiences;
- Build employability and technical skills;
- Connect academic learning with workplace application;
- Develop professional relationships with employers.

Internships may include concurrent enrollment credit or credit-bearing opportunities when approved by the District and Kirkwood Community College.

H. Job Shadows

Job shadow experiences allow students to observe workplace environments, learn about careers, and interact with industry professionals.

V. FUNDING AND COST SHARING

To sustain the intermediary functions of Workplace Learning Connection in partnership with employers, schools, and communities, participating school districts agree to provide annual financial support.

Funding shall be determined using the agreed-upon student enrollment formula based on Iowa Department of Education certified enrollment figures.

District Funding Formula

Middle School / Junior High

1,751 students × \$5.50 per student = \$9,630.50

High School

2,234 students × \$7.50 per student = \$16,755.00

Total Annual District Contribution

\$26,385.50

Invoices shall be issued annually according to agreed-upon timelines.

Any annual increase in participation fees will be reviewed during May superintendent meetings.

VI. MATERIALS, COMMUNICATIONS, AND INTELLECTUAL PROPERTY

The District agrees that:

22. WLC materials, resources, communications, curricula, and related content remain the property of Kirkwood Community College.
23. Materials may be used, disseminated, or distributed for educational purposes related to this partnership with acknowledgement that the materials are the creation of Kirkwood Community College Workplace Learning Connection.
24. District personnel shall not modify, remove, or obscure ownership information or branding contained within WLC materials.
25. Kirkwood Community College reserves the right to revoke permission for use of materials at its discretion.

VII. NONDISCRIMINATION

The parties agree to comply with all applicable federal and state nondiscrimination laws and regulations.

Workplace Learning Connection programs provide equal opportunity to all persons regardless of sex, race, age, creed, color, religion, national origin, disability, marital status, sexual orientation, gender identity, or other protected status.

VIII. TERM OF AGREEMENT

This MOU shall become effective on July 13, 2026 and remain in effect through June 30, 2027, unless terminated earlier by either party.

Either party may terminate this agreement with thirty (30) days written notice.

This agreement may be renewed or amended upon mutual written agreement of both parties.

IX. SIGNATURES

By signing below, the parties acknowledge that they have reviewed and agreed to the terms and responsibilities outlined in this Memorandum of Understanding.

Kirkwood Community College Board Signature Required:

Name:

Title:

Date:

District School Board Signature Required:

Name:

Title: Board President

Date:

Signed copies of this document shall be provided to participating District administration and applicable building leaders.