

Museums 4 Inclusion Partnership Agreement
between the
Host and Provider Partner

This Memorandum of Understanding (“MOU”) is entered into this (“Effective Date”) by Host and between Provider Partner, and collectively (the “Parties”).

I. Purpose:

Provider partner helps students and adults with intellectual and developmental disabilities and their families. Museums 4 Inclusion is a national program which pairs young adults who have developmental disabilities with business and education partners who provide training and employment opportunities in a real world, immersion setting at museums and cultural institutions.

The Parties to this MOU will collaborate and cooperate to create a Museums 4 Inclusion Transition program (the “Program”) at the (Host). Through the Program, the (Host) will act as the host business for interns with developmental disabilities, and to foster and facilitate the acquisition of jobs by people with disabilities when possible. This MOU specifies the roles and responsibilities of the Parties as they work in partnership to increase opportunities for persons with disabilities. The Program will be titled (Host)/ Provider Partner Museums 4 Inclusion. The Program is modeled after Museums 4 Inclusion at the California Academy of Sciences.

II. Roles and Responsibilities:

The Parties agree to the following roles and responsibilities.

A. The (Host) will:

- Provide conference room space for a classroom (with white board or chalk board, small tables to be used as student work areas, chairs) and separate work space for a Site Coordinator from The (Provider Partner).
- Provide a business liaison that is available to assist with job site development, introduce the interns to the (Host)’s business staff, market the partnership internally, and attend periodic meetings to discuss, evaluate program progress, and work with the Program instructor to enforce workplace rules.
- Develop a minimum of four (4) intern work rotation sites and a point of contact at each site for the purpose of teaching competitive, marketable skills to the Program interns. Facilitate job analysis of those sites for the (Provider Partner)’s Program staff.

- Provide access to hiring opportunities if a Program intern is appropriate for an internal job opening.
- Provide badges for (Provider Partner)'s Program staff.
- Provide accessibility to (Host) department managers that are being used as work sites, to give direction, feedback and evaluation to interns during their work site rotations.
- Provide access to conference space for Open Houses (for families, interns)
- Provide assistance to The (Provider Partner)'s Program staff through the marketing department, including marketing materials and public relations expertise.
- Assist with intern job development activities.

B. The (Provider Partner) will:

- Provide a Director to assist in coordinating the efforts of (Host) and The (Provider Partner) staff, to supervise The (Provider Partner) staff, to ensure that the Program is moving forward within the framework of the projected timeline, and to assist in any way necessary to facilitate success of the Program.
- Provide Job Coaches to work with interns on work sites throughout the (Host).
- Work with participating departments to identify intern work site opportunities for individuals with disabilities and perform job analysis.
- Examine existing open positions and determine their applicability for people with disabilities; and predetermine high turnover, entry level support positions, or other applicable positions for proactive job analysis.
- Establish intern eligibility guidelines and select students for the program as a participating partner of the Advisory Committee.
- Provide travel training for students as necessary before program begins.
- Provide expertise in adaptations and accommodations, and implement as necessary.

- Work with Vocational Rehabilitation to assist with obtaining adaptations and accommodations as necessary, and to help secure funding for job coaching and job development.
- Provide education and training to host business employees regarding supporting people with disabilities in the workplace as necessary.
- Attend regular meetings with team members from the Parties to this Agreement to discuss and evaluate program progress.
- Assist with public relation activities to promote the Museums 4 Inclusion program.
- Liaison with Cincinnati Museums 4 Inclusion for technical assistance, data collection and other issues related to model integrity.
- **Work with the (Host) to:**
 1. Provide an Instructor with transition experience to coordinate/teach the Program.
 2. Develop and provide curriculum and instructional materials that encompass employability skills, functional academics, transition, job development and job readiness.
 3. Provide expertise in adaptations and accommodations, and implement as necessary.
- **Work with The (Provider Partner)'s funding agencies: School District and Vocational Rehabilitation, to provide:**
 1. Funding support for individuals to participate in the Program;
 2. Attend regular meetings to discuss and evaluate the Program's progress; and
 3. Assist with public relation activities to promote the Program.

III. Measurable Objectives:

The Parties will work collaboratively to follow a Project Schedule as proposed in Exhibit A of this MOU, and to:

- Provide work rotation opportunities for a minimum of four (4) interns with developmental disabilities for the first year and to provide employment

opportunities when available to people with disabilities whenever possible, also during that time period.

- Provide support necessary to maximize success of the Program participants.
- Develop a minimum of four (4) intern work sites, as possible, and expand the opportunities in various departments the first year of the Program, and continue to develop work sites rotations as the Program progresses, with the goal of ten (10) work site rotations.
- Publicize the collaboration and Program activities with a minimum of two written materials and two public presentations.

IV. Term:

The effective date of this MOU will be (date).

V. Limitation of Agreement:

It is understood between the Parties that nothing in this MOU is to be construed as legally binding.

VI. Relationship of Parties:

No agent or employee of either Party shall be deemed an agent or employee of the other party. Each Party will be solely and entirely responsible for the acts of its agents, subcontractors, and/or employees.

This MOU is executed for the benefit of the Parties and the public generally. It is not intended, or may it be construed, to create any third party beneficiaries.

IN WITNESS WHEREOF, the Parties have hereunto duly executed this MOU on the date and year above-written.

PROVIDER PARTNER

HOST

By:

By:

EXHIBIT A

Proposed Schedule for **(Host)/ Provider Partner Museums 4 Inclusion** (the “Program”)

Rotation One

1/5-1/15: Workshop week (Museums 4 Inclusion Prep)

1/19-3/27: Rotation 1

Rotation Two

3/30-4/3: Workshop Week

4/6-4/13: Rollout

6/12: Last day of rotation two

Rotation Three

6/15-6/19: Workshop Week

6/22-6/29: Rollout

9/4: Last Day of Rotation three

Graduation week of 9/7

Keywords

Workshop Week: *Workshop week is the week at the beginning of each rotation where interns are in classes on site at (Host) to prepare for their next rotation. During this time we work on resumes, any issues that may have come up in previous rotations and long term employment plans for interns. Workshop week is required for all interns.*

Rollout: *Rollout is the two weeks when interns are placed in their rotations. We onboard two interns at a time, four per week, to ensure that each intern settles into their new position and receives the supports needed. This would only be done in the second two rotation when interns are in multiple departments.*

Intern Day at Glance (Sample)

M/W

8:30 Arrive

8:45 Morning Meeting

9:15 Class Starts

10:15 Break

10:30 Work in Department

12:30 Lunch

1:00 Work in Department

2:45 End of day huddle

3:00 Go Home

T/TH

8:30 Arrive

8:45 Morning Meeting

9:15 Class Starts

9:45 Break

10:00 Work in Department

11:45 Lunch break

1:15 Academic Day

3:00 End of Day

Friday

TBD Academic Day