

Activity Agreement
DEPARTMENT, Cleveland State University
INSTITUTION

DATE
DRAFT

NAME of ACTIVITY

This is an Activity Agreement between the Cleveland State University (CSU), **DEPT**, the United States and **INSTITUTION, PLACE**. It sets out the framework for an **TYPE OF PROGRAM** that would allow **INSTITUTION FACULTY** to **ACTIVITY** at CSU **DEPARTMENT AND CSU STUDENTS TO ACTIVITY IN PLACE**. This Activity Agreement is part of the broader MOU Agreement already signed between our Institutions. This initial agreement is for five years.

General Provisions

- 1) The program will commence on **DATE** and last for five years. It can be renewed or altered at any time by mutual agreement. The program should be reviewed by both institutions annually. Any agreed changes to the program must be expressed in writing and signed by both parties.
- 2) Either party can terminate the agreement with 1 year advance notice in writing. Students already in the program will be allowed to finish their study.
- 3) CSU Students **MUST HAVE COMPLETED COURSE, AND BE ENROLLED IN COURSE FOR THE FIELD EXPERIENCE.**
- 4) **INSTITUTION WILL PROVIDE LOGISTICS FOR HOUSING, SOME INSTRUCTION AND SUPERVISION FOR THE FIELD EXPERIENCE COURSE WHICH WILL LAST AT LEAST TIME BUT NO LONGER THAN TIME.**
- 5) **CSU STUDENTS WILL PAY FOR THE COST OF HOUSING AND MEALS AND INCIDENTALS IN PLACE.**
- 6) **FACULTY FROM INSTITUTION SHOULD PLAN ON STAYING AT CSU FOR A PERIOD NO LESS THAN TIME AND NOT TO EXCEED TIME.**
- 7) **CSU WILL PROVIDE VISITING FACULTY ACCESS TO PLACES (LIBRARIES, LABS, OFFICE SPACE)**
- 8) **THE EXCHANGE WILL CONSIST OF ONE FACULTY MEMBER FROM INSTITUTION FOR ONE QUARTER TO BE EQUIVALENT TO NUMBER (6?) CSU STUDENTS IN THE FIELD COURSE FOR TIME WEEKS.**

Program Coordinators

- 1) Each institution will designate an office and individual within that office (Program Coordinator) to oversee the CSU student recruiting and orientation and program curriculum and logistics.

- 2) The CSU **DEPT** international program Coordinator will be responsible for **ACTIVITIES**
- 3) The **INSTITUTION** Coordinator will be responsible for **ACTIVITIES**
- 4) Coordinators may assign or delegate aspects of their program responsibilities to other people, such as faculty or staff. Coordinators are responsible for ensuring that these individuals successfully perform their jobs.

Managing the Program

Admission and Selection: Each institution will screen applicants for participation.

Tuition and Fees: Students will pay CSU tuition and fees for **CREDITS**.

Health Insurance: All CSU students will be required to have health insurance.

Financial Aid: CSU students are eligible for financial aid and Global Studies scholarships

Other Student Expenses: CSU students will be expected to pay the cost of books, equipment, living expenses, and other incidental expenses during the **PROGRAM**.

Conduct: CSU students must adhere to the UC Code of Conduct throughout their stay in the program and respect local laws and customs.

The Program

A description of the **PROGRAM** is found in Appendix A. (*Appendix A is a draft description **OF WHAT A FIELD EXPERIENCE CONSISTS OF***)

Contacts

The Coordinator for the CSU **DEPT** International Program at the Cleveland State University **COLLEGE** will be:

NAME

The Coordinator for the **INSTITUTION** International Program will be:

NAME

Signatures

For **COLLEGE**
the Cleveland State University

For **COLLEGE**
INSTITUTION

NAME
Dean, **COLLEGE**

NAME
Dean, **COLLEGE**

Date: _____

Date: _____

For International Programs
Cleveland State University

For **COLLEGE**
INSTITUTION

George C. Burke
Director, CISP

NAME
TITLE

Date: _____

Date: _____