Memorandum of Understanding

Section 1. Program Participants:

Your Independent School District (The District), the Division of Diversity and Community Engagement and the College of Natural Sciences at The University of Texas at Austin agree to enter into a collaborative partnership with the principal purpose of implementing the ChemBridge Program.

Section 2. Program Description:

The mission of the ChemBridge Program is to prepare underrepresented high school students for success in college though the implementation of a web-based, dual-credit chemistry course. ChemBridge allows underrepresented high school students to earn six (6) hours of college chemistry credit upon satisfactory completion of the course, while concurrently earning two semesters of high school credit for an advanced science class that serves as an Advanced Measure under the Texas Education Agency Distinguished Achievement Program.

By implementing college preparatory experiences, the ChemBridge Program seeks to increase not only the number of underrepresented students that matriculate at postsecondary institutions, but also the number that graduate with postsecondary degrees. The courses, CH 304K and CH 305, are web-based versions of the standard Chemistry in Context course taken by first-year non-Science majors at The University of Texas at Austin. In addition to offering web-based, dual-credit courses, program goals include the following:

- Provide to participating high school students authentic University of Texas at Austin Chemistry courses by maintaining the academic standards of the Department of Chemistry and Biochemistry through existing campus technologies and procedures.
- Provide to participating high school students meaningful visits to the UT Austin campus that promote a college-going culture.
- Provide to participating high school teachers opportunities to improve and maintain content knowledge and pedagogy via semiannual workshops and ongoing professional development.
- Increase higher education matriculation rates at high schools that are underrepresented in postsecondary institutions.

Section 3. Program Elements:

The ChemBridge Program consists of five (5) main components:

- A dual-credit (high school/university) chemistry course;
• University of Texas at Austin course instructor/program coordinator who provides the course curriculum to partner high school teachers;

• A week-long summer professional development workshop for partner teachers at The University of Texas at Austin;

• A two-day winter professional development workshop for partner teachers at The University of Texas at Austin; and

• High school student visitation to The University of Texas at Austin once during the fall semester.

Section 4. Program Responsibilities:

The responsibilities to implement the five (5) elements of the ChemBridge Program will be shared between the District and the University of Texas at Austin.

4.1 Responsibilities of The University of Texas at Austin:

4.1.1 Administration and Maintenance of the ChemBridge course.

The courses offered in the ChemBridge Program will be maintained on servers operated by the College of Natural Sciences at The University of Texas at Austin. The course materials and curriculum will be defined by the College of Natural Sciences.

4.1.2 Registration of Students through Continuing Education at The University of Texas at Austin.

Students will register in the ChemBridge Program via the Division of Continuing and Innovative Education Center (CIE). In order to officially enroll in a CIE dual credit course, students will need to provide a completed online ChemBridge student application, a high school transcript and a signed CIE Dual Credit Agreement form. Upon receiving the above requested materials, students will acquire University of Texas Electronic Identification usernames (UT EID) online via website instructions. The CIE will charge a $125.00 per student registration fee in addition to the program operating fee of $150.00. This combined cost is $275.00 per student.

4.1.3 Delivery of web-based instructional materials.

A server located in the College of Natural Sciences will host the course, and all course-related materials will be available from the course website.

4.1.4 Awarding credit from The University of Texas at Austin.

Students will register in the ChemBridge Program via the Division of Continuing and Innovative Education (CIE) and be enrolled in the courses
under specific CIE course unique numbers. Once the student successfully completes the courses, including the final exams, the course letter grades are recorded in the Office of the Registrar at The University of Texas at Austin. The credits for the grades are usually transferable to colleges and universities, but each student is advised to check with his/her planned collegiate program, even if he/she plans to attend The University of Texas at Austin before registration. The course letter grades are sent to the high school, and the individual high school awards high school credits at its discretion or per District policy. Students who receive a grade of ‘D’ or ‘F’ in CH 304K may not take CH 305 since CH 304K is a prerequisite for CH 305. Students may retake CH 304K and CH 305 in the semester when it is provided by paying the standard program fee of $275.00. Reimbursements will not be issued for students who have failed a course.

4.1.5 Conducting professional development workshops. Two professional development workshops will be conducted for the partner teachers assigned to teach the ChemBridge courses in The District.

Teachers must attend the summer and winter professional development workshops to receive updates to the curriculum, technology and procedures. No additional workshop registration fee will be required. The ChemBridge Program will provide teacher roommate lodging for summer and winter workshops that are conducted for more than one day. Transportation for teachers to attend the workshops will be the responsibility of The District.

4.1.5.1 Summer professional development workshop. A summer professional development workshop for partner teachers will be held at The University of Texas at Austin. Each course offered through the ChemBridge Program will have an associated summer professional development workshop. The partner teacher assigned to the course must complete the summer professional development workshop for the dual credit courses before teaching the dual credit courses at a school within The District. The University of Texas at Austin will be responsible for the following at the summer workshop:

- Scheduling the necessary facilities to conduct the workshop.
- Conducting the summer workshop.
- Crediting partner teachers with professional development hours.

4.1.5.2 Winter professional development workshop. A winter professional development workshop for partner teachers will be held at The University of Texas at Austin over a two-day period,
beginning with a Friday afternoon session and continuing with morning and afternoon sessions the following Saturday. The partner teacher assigned to the course must attend the winter professional development workshop to prepare for the spring semester. The workshop will be held within the month of January. The University of Texas at Austin will be responsible for the following at the winter workshop:

- Scheduling the necessary facilities to hold the workshop.
- Conducting the winter workshop.
- Crediting teachers with professional development hours.
- Introducing prospective teachers or administrators to the ChemBridge course.

4.1.6 The University of Texas at Austin Course Instructor. The College of Natural Sciences will identify a qualified instructor to act as instructor of record for the ChemBridge courses. This instructor will have the following responsibilities:

4.1.6.1 Conducting the summer and winter professional development workshops. The University of Texas at Austin course instructor will facilitate the summer and winter professional development workshops.

4.1.6.2 Assisting The District in implementing the course. The University of Texas at Austin course instructor will assist the partner teachers in implementing the ChemBridge course by providing the necessary training and by providing ongoing support.

4.1.6.3 Maintaining the course for students in The District. The University of Texas at Austin course instructor will distribute lectures, homework assignments, quizzes, and exams to partner teachers and provide ongoing support in implementing the curriculum.

4.1.6.4 Introducing the students to the ChemBridge course. The students enrolled in the ChemBridge course will be able to meet the University of Texas at Austin course instructor via online interactive webinar. Students will be able to ask questions and get to know the person they will be interacting with over the internet.

4.1.7 Student Visits to The University of Texas at Austin Campus. Students enrolled in the ChemBridge Program will visit The University of Texas at Austin once during the fall semester. Transportation to and from the required fall visit and associated costs will be the responsibility of The
District. Any necessary accommodations will be the responsibility of The District. The visit will include activities similar to the following:

- A greeting from a University of Texas at Austin official.
- A tour of the campus, including select research laboratories.
- A visit to a chemistry class lecture.
- An intensive workshop opportunity with the University of Texas course instructor and graduate assistant.
- Interaction with current university students.

4.1.8 Data Sharing Agreement. The University of Texas at Austin and The District shall have a data sharing agreement. If unavailable on the student’s transcript and with parental consent, The District shall provide the following student demographic data and academic achievement information to The University of Texas at Austin for all participating students: student’s full name, high school identification number, parent contact information, date of birth, ethnicity, gender, citizenship status, socioeconomic status (free, reduced, or full-price lunch), ChemBridge grades, beginning and end-of-year cumulative GPA, report card grades for all reporting periods, class rank, special program information, TAKS/STAAR scores, AP scores, SAT/ACT scores, college generation, name of postsecondary institution, and intended major. As required by law, The University of Texas at Austin and The District shall adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99 (see 4.4).

4.1.9 Classroom Technology Support. The University of Texas at Austin College of Natural Sciences will make its curriculum available to participating teachers through the Quest online classroom management system developed at UT Austin. UT Austin will provide online and phone-based technical support for teachers utilizing the curriculum.

4.1.9.1 Assisting the teacher in using the ChemBridge course within their classroom. The University of Texas at Austin Quest support team will show the teacher how to use the classroom specific equipment to access and complete the ChemBridge course.

4.1.9.2 Providing information to local technology staff. The University of Texas at Austin Quest support team will provide necessary information to the local technology staff to implement the ChemBridge course.
4.1.9.3 Assessing local facilities. The University of Texas at Austin Quest support team will assess the capability of offering the ChemBridge course in a given local facility.

4.2 Responsibilities of The District. The responsibilities of The District are as follows:

4.2.1 Teacher Selection. To facilitate the ChemBridge courses, high school teachers must meet the following requirements: teacher certification in the area of chemistry and Advanced Placement and/or Gifted and Talented training. A master’s degree in the field of chemistry is preferred. The selection process will require each prospective ChemBridge teacher to complete an application.

Teachers must attend the summer and winter professional development workshops to receive updates to the curriculum, technology and procedures. No additional workshop registration fee will be required. The ChemBridge Program will provide lodging for summer and winter workshops that are conducted for more than one day. Transportation for teachers to attend the workshops will be the responsibility of The District.

4.2.2 Class Assignment. ChemBridge recommends that Scientific Research and Design is assigned as the high school component for the two college-courses. TEA graduation requirements indicate that Scientific Research and Design will count as a fourth science. The ChemBridge class cannot be listed as high school Chemistry or high school AP Chemistry since the college-level courses in ChemBridge are not consistent with the TEKS for these high school courses. Further, no other high school courses must not be taught in the same class with the ChemBridge courses.

4.2.3 Student Requirements. Only students with adequate academic preparation, having completed the necessary foundation coursework in high school, will be allowed to participate in the ChemBridge Program. Such foundation courses must include the following: concurrent enrollment in Algebra II (Pre-Calculus preferred), completion of Chemistry I, met TAKS/STAAR passing standards for the previous academic year, and recommendation of chemistry teacher. A minimum of 12 students per class at each participating school must be enrolled.

4.2.4 Providing the textbook specified by The University of Texas at Austin to the students. The textbook used in the ChemBridge course will be specified by the College of Natural Sciences and The District will be responsible for providing each student with a copy of the most recent textbook. The current textbook is Chemistry in Context, 7th Edition, American Chemical Society (Eubanks), Mc-Graw-Hill.
4.2.5 Distributing printed course materials to students. The District will be responsible for providing the necessary resources to distribute printed materials to the students. These include the following:

4.2.5.1 Miscellaneous course materials. The teacher will need to duplicate some course materials throughout the ChemBridge course.

4.2.5.2 Access to the Quest Online System. The participating schools will work with the Quest support team to ensure that the schools and students can access the College of Natural Sciences curriculum that is managed in the web-based Quest Classroom Management System.

4.2.5.3 Collecting and Grading Assignments. Participating teachers will be responsible for collecting and grading two to three written assignments per unit. Teachers will mail the graded assignments to the Course Instructor after the last exam, but before the final, for verification of completion of the written work.

4.2.6 Providing adequate computer access as specified by The University of Texas at Austin to the students. The District must ensure the ChemBridge course will have daily scheduled access to lectures and computers that meet the specifications defined by the Chemistry Department.

4.2.7 Transportation for student visits to The University of Texas at Austin campus. Students enrolled in the ChemBridge Program will visit The University of Texas at Austin once during the fall semester. Transportation to and from the required fall visit and associated costs will be the responsibility of The District. Any necessary accommodations will be the responsibility of The District.

4.2.8 Data Sharing Agreement. The University of Texas at Austin and The District shall have a data sharing agreement. If unavailable on the student’s transcript and with parental consent, The District shall provide the following student demographic data and academic achievement information to The University of Texas at Austin for all participating students: student’s full name, high school identification number, parent contact information, date of birth, ethnicity, gender, citizenship status, socioeconomic status (free, reduced, or full-price lunch), ChemBridge grades, beginning and end-of-year cumulative GPA, report card grades for all reporting periods, class rank, special program information, TAKS/STAAR scores, AP scores, SAT/ACT scores, college generation, name of postsecondary institution, and intended major. As required by law, The University of Texas at Austin and The District shall adhere to the
confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99 (see 4.4).

4.2.9 Provide financial support for The University of Texas at Austin staff necessary to implement the ChemBridge Program as defined by The University of Texas at Austin.

4.2.9.1 Cost. The cost of the ChemBridge Program to The District will be defined on a per student basis. Program costs are dependent upon a variety of economic factors that may change from year to year. Consequently, the program costs will be evaluated and adjusted annually. The District will be responsible for paying program fees for each participating school. A fee of $275.00 per student will be due by September 30, 2012. This fee covers a standard operating fee of $150.00 and a course registration fee of $125.00. Reimbursements will not be issued for students who have failed a course or dropped a course after the University deadline.

4.2.9.2 Payment. All invoices concerning the ChemBridge Program are due payable, in full, to The University of Texas at Austin within thirty (30) days of receipt by The District.

Payments should be mailed and/or delivered to:

The University of Texas at Austin
ChemBridge Program
6207 Sheridan Avenue, Suite 300
Mail Code: E1600
Austin, Texas 78723

4.3 Agreement to Hold Harmless:
To the extent authorized by the Constitution and laws of the State of Texas, each party will save and hold harmless the other party and its officers and employees from all claims, demands, causes of action, and judgments for taxes, license fees, excises, fine, and penalties; for supplies, services, or merchandise purchased by the other party; for wages and fringe benefits of the other party’s employees; and for injury or death of any person or damage to property that result directly or indirectly from the negligent acts or omissions of the other party or its officers, agents, employees, or students in the performance of this agreement.

4.4 Confidentiality Provision. Both parties to this agreement are required by law to adhere to the confidentiality of student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99. FERPA is specifically referenced in the Texas Public Information Act as an exception to records that are subject to
disclosure to the public (Texas Govt. code 552.001 et seq.). While in possession of FERPA records and data, only persons authorized to access the student data of the ChemBridge Program will be granted access as required by FERPA. All persons authorized to have access to student data understand that under FERPA they can be held individually liable for any and all applicable criminal and civil penalties imposed for breach of confidentiality.

**Section 5. Termination:**

In the event of a material failure by a Contracting Party to perform its duties and obligations in accordance with the terms of this Contract, the other party may terminate this Contract upon thirty (30) days’ advance written notice of termination setting forth the nature of the material failure; provided that, the material failure is through no fault of the terminating party. The termination will not be effective if the material failure is fully cured prior to the end of the thirty-day period.

Performing Party may terminate this Contract without cause upon thirty (30) days’ advance written notice of termination to the Receiving Party.

**Section 6. Term:**

This Memorandum of Understanding covers a period of one (1) academic year, beginning July 1, 2012, and ending June 30, 2013. All parties must sign this Memorandum of Understanding prior to the Summer 2012 workshop. This Memorandum of Understanding may be renewable, contingent upon resources being available to the ChemBridge Program.

Agreed and accepted this _____________ day of ______________________ 2012.

**Your Independent School District**

__________________________________________
Name:
Title:

**The University of Texas at Austin**

__________________________________________
Name: Debra Y. Stevens
Title: Business Contracts Administrator
Appendix A

2012 ChemBridge Technology Requirements

The following describes the minimum technology requirements for participating in the UT Austin’s ChemBridge program. These guidelines apply to both instructors and students in the class except where noted.

Browsers
In order to access UT’s services instructors and students need to use one of the following supported browsers:

- Mozilla Firefox 3.0 or higher for Mac, Windows, and Linux
- Apple Safari 4.0 or higher for Mac
- Microsoft Internet Explorer 8.0 or higher for Windows

These browsers should also enable the following:

- Scripting (JavaScript 1.5 or higher)
- Cookies

Browser Plug-Ins
In addition to the browsers listed above, users should also have the following plug-ins installed in order to use UT’s web resources most effectively:

- Adobe Reader for viewing PDF files
- Adobe Flash Player 10 or higher
- Microsoft Silverlight for Accordent lectures on demand

Quest Learning & Assessment
ChemBridge uses Quest for automatic grading and as a learning platform. Quest learning modules will include video lessons. Some video segments will be hosted on YouTube, so your school needs to allow playback of video from YouTube.

Student computers
There should be enough computers for all students in the class to access their own individual Quest assignments at the same time. The school’s network bandwidth should be sufficient to support 1Mbps - 1.5Mbps bandwidth for each student using Quest.

Video playback support
- Computer can play audio
- Computer can access and playback a video from YouTube
- Network bandwidth per user is 1.5 Mbps for smooth playback
Classroom Projection of Lecture
The classroom should have the ability to project the lecture video, including audio, so that all students can view in class. The projector should be able to support XGA resolution or better with audio.

Instructor Communication
Here are the minimum requirements to ensure that good instructor communication is possible.
- Instructors should be able to access email regularly
- Instructors should be able to scan a student assignment and email the PDF file to ChemBridge. Although most scanners support much higher resolutions, scanning assignments at 300 dpi creates a PDF that is readable and doesn’t create too large of a file.
- Webinars will be used on occasion for instructor training, and will require audio playback on your computer.