MEMORANDUM OF UNDERSTANDING

CSU East Bay HOST Lab

Transportation Reimbursement

Field Trip Date: ___________________________ Arrival Time: _______________

District: ____________________ School Name: ___________________ County: ____________

Teacher: ________________________ Grade(s) _____ Number of Visiting Students __________

Teacher Contact Information: cell phone: (____)_________________________ email address: _______________________

A. INTRODUCTION. CSU East Bay offers separate Hands-On Science Teaching (HOST) Labs in foundational-level Biology, Chemistry, Geology, and Physics for visiting classes of 6th through 8th graders. Hands-on inquiry-based activities are guided by CSU East Bay students as “Science Guides.” Each lab discipline contains 4 to 6 lab stations anchored in key thematically connected science concepts and practices aligned with the K-12 Science Framework and NGSS (when practical). Approximately 30 visiting students cycle in small groups through each of the lab workstations during a two-hour time period. Lab activities are aligned with the new K-12 Framework

B. PRE-TRIP OBLIGATIONS OF TEACHERS/SCHOOL

1) Secure transportation. The teacher/school schedules and secures transportation to and from the school to CSU East Bay via an authorized school/district vendor.

2) Distribute and collect District-required field trip permission slips. The teacher distributes and collects field trip permission slips required by the school/district.

3) Secure Chaperones/supervision of students. The teacher/school arranges for chaperones that meet the school’s/district’s guidelines for required adult-to-student ratios. Teachers stay with their students in the lab during the activities and help provide program feedback and general observations. Other adult chaperones may either observe the activities in the lab or return to the lab at the end of the session.

4) Distribute and collect Parent/Caregiver Consent and Student Assent and Video Release forms. The impact of the HOST Labs on student learning is determined by collecting and analyzing students’ assessments and other student data and images described in the consent and assent forms contained in the Teacher Information Packet. The teacher distributes and collects Parent/Caregiver Consent and Student Assent and Video Release forms indicating their choice to include the child’s participation in the data collection component or to “opt out.” As a grant-funded program, some of this data is shared with the funder and used for promotional purposes with the names of individual students, schools, districts, and teachers removed to protect identity.

5) Administer HOST Lab Student Pre-assessment for all students visiting the HOST Labs. Prior to visiting the HOST Labs, teachers administer the Student-Pre-assessment included in the HOST Lab Field Trip Package. It takes approximately 15 minutes to complete and requires no prior teaching. This is used as a baseline assessment to gauge student understanding prior to the activities and compared to a Student Post-assessment administered at the HOST Labs.
6) **Documents to bring on the field trip date.** On the day of the visit, the teacher submits to the HOST coordinator the following completed documents (page numbers refer to location in the Info Packet):

- **Checklist for Parent Consent & Student Assent Form to Participate in Study and Video Release Form** -- p. 4
- **Parent/Caregiver Consent & Student Assent Forms to Participate in Study** -- p. 5
- **Student Video Release Forms** -- p. 7
- **Teacher Consent to Participate in Study** -- p. 9
- **Teacher Video Release Form** -- p. 10
- **Chaperone Video Release Forms** -- p. 11
- **This Memorandum of Understanding for Transportation Reimbursement**
- **Student Pre-Assessment** -- p. 16

C. **POST-TRIP OBLIGATIONS**

1) **Complete HOST Lab Post-trip Online Survey for Teachers.** Participating teachers will be sent a link to a HOST Lab Post-trip Online Survey for Teachers to complete. Teacher feedback is needed to improve the HOST Lab program and is required by our funders.

2) **Documents needed for reimbursement of transportation costs.** For reimbursement of transportation costs not to exceed ________, teachers must complete the following:
   a. **Post-trip Survey for Teachers,** and
   b. Provide a copy of the transportation invoice that shows:
      (1) Cost of the transportation
      (2) Date of the transportation to and from the school to CSU East Bay

D. **INDEMNIFICATION.** Each entity agrees to indemnify, defend and save harmless the other, its officers, agents and employees from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this Memorandum of Understanding, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged in the performance of this Memorandum of Understanding.

**AUTHORIZED SCHOOL/DISTRICT REPRESENTATIVE**

X________________________________________ Date: ____________

Print Name/Title: __________________________________________

Address: __________________________________________ City: ________________ Zip: _______

Tel: (_____)______________ Email________________________

**CSU EAST BAY:**

X________________________________________ Date: ____________

Megan Jensen, HOST Lab Coordinator
Tel: (510) 885-3463
Email: megan.jensen@csueastbay.edu

X________________________________________ Date: ____________

Deborah Haynes, Contracts Administrator
Procurement & Contract Services