This MOU describes a partnership between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The MOU will be valid from \_\_\_\_ to \_\_\_\_\_\_\_, and can be renewed if both partners agree.

Workplace English classes provide on-the-job English language classes to improve communication in the workplace. An emphasis is placed on industry-related vocabulary and safety on the job.

The responsibilities of each partner are outlined below.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will:**

* provide (\_\_\_\_) \_\_\_\_\_\_-hour Workplace English class sessions per week. Classes will run \_\_\_\_\_\_\_\_\_\_\_\_\_\_, for a total of \_\_\_\_\_\_\_\_\_\_\_\_ instructional hours.
* hire, train and supervisor an experienced ESL Instructor to teach the course.
* create customized curriculum with industry-specific vocabulary.
* conduct pre-assessments of participating employees using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* conduct post-assessments at the end of program term.
* distribute a needs assessment to supervisors/managers, for curriculum development.
* complete a site visit to learn about employees’ duties, company-specific terminology and safety policies.
* submit mid- and post-program progress reports. (Progress reports illustrate language gains during English class sessions. They are **not** to impact general employment status in any way.)
* communicate with supervisors/managers about attendance, program needs and concerns.
* ensure a safe and respectful classroom that promotes professionalism.
* inform \_\_\_\_\_\_\_\_\_\_\_\_ immediately if a class session needs to be canceled due to weather or staff emergency. If \_\_\_\_\_\_\_\_\_\_\_\_ cancels a class session, that session will be added to the end of the current program term.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will:**

* recruit employees to participate in English classes.
* promote regular class attendance. (Employers that offer classes on-shift generally report the best program outcomes.)
* provide classroom space with a whiteboard, dry erase markers and eraser.
* communicate with employees about class logistics and attendance policies.
* inform \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ immediately if a class session needs to be canceled.
* encourage supervisors/managers to complete the needs assessment, host a site visit and participate in planning conversations to ensure curriculum aligns with company goals.
* pay total program cost of $\_\_\_\_\_\_\_\_\_\_ in a timely manner ($\_\_\_\_\_\_ due on \_\_\_\_\_ and \_\_\_\_\_)

Cost per instructional hour\* ($\_\_\_\_) x Number of instructional hours (\_\_\_\_\_) = \_\_\_\_\_\_\_\_\_

\*Includes all implementation and management activities: instruction, employee assessments, needs assessment, site visit, curriculum development and program meetings. It does not include program supplies.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(representative from lit agency) (date) (representative from employer) (date)