

Memorandum of Understanding
North Idaho Master of Social Work
Self Support Program

This Memorandum of Understanding is to set forth the terms for services to be provided by the College of Social Sciences and Public Affairs, through its School of Social Work (SSW), Boise State University (BSU), and Lewis-Clark State College (LCSC) working together to offer a self-support degree, the Master of Social Work (Degree), in Lewiston and Coeur d'Alene.

1.0 RESPONSIBILITIES

- 1.1** Boise State University shall:
 - 1.1.1** Work with Lewis-Clark State College to ensure that rooms are available in Lewiston and Coeur d'Alene.
 - 1.1.2** Prepare all instructor letters of appointment.
 - 1.1.3** Monitor the budget for the Degree programs.
 - 1.1.4** Plan the Degree course schedules.
 - 1.1.5** Submit each semester's class schedules by the appointed deadline.
 - 1.1.6** Coordinate book orders with BSU faculty.
 - 1.1.7** Assign and administer the faculty who teach the classes.
 - 1.1.8** Assume responsibility for all academic administrative activities for the courses, including grading as well as class and instructor evaluations.
 - 1.1.9** Hire all faculty teaching in the Degree.
 - 1.1.10** Purchase all items needed for Degree delivery and support.
 - 1.1.11** Schedule all budgeted travel and prepare travel requests.
 - 1.1.12** Ensure that the following costs are paid to LSCS:
 - 1.1.12.1** Long distance telephone service directly associated with the Degree.
 - 1.1.12.2** Photocopying of course materials.
 - 1.1.12.3** Postage costs associated with the Degree.
 - 1.1.13** Provide all office supplies needed for the Degree program, computers and printers for Degree staff offices, email accounts via Boise State University email for all Degree students and faculty.
 - 1.1.14** Provide primary library support for the Boise State Degree students taking classes in Lewiston and Coeur d'Alene through the Boise State University Albertsons Library. The BSU librarian who supports distance programs will send a letter to each student and faculty member involved in the program. The correspondence will outline library resources and services provided by the BSU Albertsons Library. Services to be provided include:
 - 1.1.14.1** Library instruction.
 - 1.1.14.2** Document delivery of books and articles from Albertsons Library.
 - 1.1.14.3** Interlibrary loan of articles.
 - 1.1.14.4** Access to electronic indexes/databases.
 - 1.1.14.5** Electronic reference.
 - 1.1.14.6** Electronic reserves.

1.2 Lewis-Clark State College shall:

- 1.2.1 Provide office space for two coordinators and two assistant coordinators (two each in Lewiston and Coeur d'Alene) and two administrative assistants (one each in Lewiston and Coeur d'Alene).
- 1.2.2 Provide office furniture for the coordinators, assistant coordinators, and administrative assistants.
- 1.2.3 Provide telephone hardware and line access.
- 1.2.4 Provide access to photocopying equipment.
- 1.2.5 Provide monthly invoices for phone, copying service, and postage to the director of SSW.
- 1.2.6 Furnish utilities.
- 1.2.7 Provide access to standard on-campus daycare facilities for the Degree students in Lewiston.
- 1.2.8 Provide access to campus physical education facilities.
- 1.2.9 Provide access to distance delivery classrooms for identifies Degree classes using LCSC's standard scheduling processes.
- 1.2.10 Provide library access for Degree students. A Warrior One Card will be issued to each BSU Degree student by the LCSC Events and Campus Card Office. Students will use the Warrior One Card for library services. In addition, the following library services will be provided:
 - 1.2.10.1 Reference assistance.
 - 1.2.10.2 Access to LCSC funded electronic indexes/databases (on campus).
 - 1.2.10.3 Borrowing privileges that parallel LCSC student privileges (excluding laptop checkout).
 - 1.2.10.4 Inter-library loan for books not available at Albertsons Library and in the North Idaho Academic Library databases.
 - 1.2.10.5 Access to library reserves.

2.0 FINANCIAL AGREEMENT

- 2.1 In return for its support of the Degree, the Parties agree to provide LCSC a payment of 5% of total program expenditures.
- 2.2 Within 45 days after all revenues and expenses for the fiscal year have been posted by University accounting, BSU, through its Division of Extended Studies, shall calculate the total revenue and expenses for the Degree, provide a final program budget report to SSW, and distribute the administrative fees, including the fee to LCSC.
- 2.3 LCSC shall provide BSU SSW with an invoice and other details to accomplish this distribution.

3.0 TERM

- 3.1 This agreement may be amended at any time by negotiation and agreement to such amendment by all Parties.

4.0 SIGNATURES

- 4.1 By mutual consent, the Parties agree to be bound by the provisions of this Agreement.

For Boise State University

Mark W. Mendenhall
Provost

Date: 13 December 2013

For Lewis-Clark State College

Shari Henson
Provost

Date: January 9, 2014

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