

## **ELO Learning Agreement 2024**

*ELO courses are hands-on and outside of the traditional classroom with an emphasis on community-based career exploration. The purpose is to provide learning experiences that engage students in topics of particular interest to them and build the strength of our local communities through positive relationships between community mentors and students.*

### **The student responsibilities are:**

- Participate in Extended Learning Opportunities Learning Management System and complete all assigned courses.
- Complete/sign all paperwork required for the ELO including but not limited to the ELO Learning agreement, UMPI and JMG Photo/Video Release Forms, Memorandum of Agreement and the ELO syllabus.
- Complete all student tasks and documentation as listed in ELO syllabus and specify what type of ELO you will be completing.
- Meet with Danielle Pelkey, Assistant Director of Financial Aid, to establish payment.
- If being paid through Manpower, fill out Maine Career Exploration Work Experience paperwork to establish payment.
- Communicate any issues or concerns in a timely manner to your ELO Coordinator or host site.
- Be on time to all meetings and events and to be prompt in all communication.
- Follow all regulations of any host sites, including dress requirements, COVID-19 protocols, and other professionalism expectations including attention to personal hygiene and cleanliness.
- Contact site and Coordinator in event of anticipated absence or tardiness and reschedule meetings and/or site visits in the event of an absence.
- Create and present an oral presentation of their ELO experience at UMPI University Day 2024, Orientation or other planned event discussed by the student and ELO Coordinator.

### **The ELO Coordinator responsibilities are:**

- Be available to the student throughout the duration of the ELO.
- Serve as liaison to UMPI and the ELO mentor/community partner.
- Be available to address concerns if they arise.
- Notify UMPI of any concerns or unforeseen events that may affect scheduling and/or completion of the ELO.
- Provide guidance, attend the final presentation, and monitor assignments/timesheets in the LMS alongside the overseeing site host.
- The ELO Coordinator may end an ELO if a student is behind in appointments and learning tasks.
- Complete ELO payroll paperwork if necessary
- Approve student time for payroll if the ELO is an off-campus placement.
- Confirm student pay per hour for their meaningful work.

**The ELO Mentor/Community Partner responsibilities are:**

- Supervision of students who are visiting your site/occupational space and ensuring student safety, which is the number one priority.
- Approve student time for payroll if placement is an on-campus opportunity.
- If the partner is off-campus and not utilizing Manpower for payment, confirm hours worked weekly with UMPI's ELO Coordinator who will approve student timesheets.
- Be prepared to offer specific tasks for your ELO students to complete. Make sure tasks are engaging and are appropriate for the student's age and skill level.
- Communicate any issues or concerns in a timely manner to the ELO Coordinator.
- Complete onboarding training in the JMG learning management system, if applicable.

**STUDENT SIGNATURE:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ELO COORDINATOR SIGNATURE:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**MENTOR/COMMUNITY PARTNER SIGNATURE** \_\_\_\_\_

**Date:** \_\_\_\_\_