

**MEMORANDUM OF UNDERSTANDING (Spring 2019)  
AMONG COLLEGE FOR SOCIAL INNOVATION,  
SOCIAL SECTOR HOST ORGANIZATION, AND SOCIAL INNOVATION FELLOWS**

**CfSI Semester in the City Program Summary**

The Semester in the City program (the “Program”) is designed to primarily benefit the educational and career advancement of the Social Innovation Fellows (the “Fellow”). College for Social Innovation (“CfSI”) also believes that Fellows and CfSI will contribute to their host organization’s ongoing work and mission. Fellows participate in a transformative 15-week program that allows them to earn a full semester worth of academic credit while addressing current social issues and developing essential skills that prepare them for life and work after graduation. Fellows work in a social sector organization, supervised by a dedicated mentor (“Mentor”) provided by the host organization (“Host Organization”), Monday-Thursday for 14 weeks out of their 15-week semester; approximately 30 hours per week and 400 hours total. In addition to the stated internship requirements above, the weekly schedule for Fellows also consists of required classes on Wednesday evenings and Fridays.

**Course Credit for Social Innovation Fellow**

Fellows participation in the program includes a social change theory seminar (Social Innovator’s Tool Box), reflection and skill-building classes (Becoming a Problem Solver), and their social sector internship placement (the “Internship Placement”). Mentors will provide input toward a grade for the internship portion of their coursework. While Fellows will receive a modest stipend from CfSI while participating in the program, they do not receive cash compensation for any part of their participation in the Program, including the Internship Placement. During the semester, Fellows will not incur costs beyond the regular tuition paid to their home institutions and room and board, and will receive regular financial aid from their home institutions, plus a full semester of college credit, if work is completed to a passing standard.

**Fellowship Program Calendar and Organizational**

Please refer to the attached Program Calendar that outlines both key Internship related dates for CfSI fellows as well as organizational holidays which shall be granted to all CfSI fellows. Substitute days may be arranged by mutual consent between the fellow and the host organization on an as needed basis. In addition, CfSI grants 16 hours of excused time off for the fellow from the Internship. These hours shall be used for sick or personal time at the discretion of the Fellow, the Mentor and the Program Director of Internships.

**Expectations of Mentors and Host Organizations**

It is CfSI’s hope that the Fellow receives experience, training and mentorship and develops a network through the Program that launch them on a lifelong journey of learning and problem-solving, as well as a successful career path in the social sector. The Host Organization may not provide the Fellow financial or employment benefits. There is no expectation or promise of employment at the culmination of this Internship Placement. It is expected that the Mentor will provide regular guidance to the Fellow throughout the Internship Placement.

Specifically, the Host Organization must provide:

- A dedicated Mentor who believes strongly in the importance of developing younger talent, and who has the capacity to provide meaningful supervision and support

- Opportunity for the Fellow to complete tasks aligned with the placement description (~50 % of the time), participate in professional development/observe organizational work (~10% of time) and lead on a special project (~40% of time)
- A professional workspace and access to resources as needed to complete assigned tasks, e.g. a wireless network, telephone, organizational computers, software, etc.
- Proof of general liability insurance and worker's compensation insurance
- Employee manual

...and the Mentor must:

- Check in formally at least once per week with their Fellow
- Submit the CfSI Mentor Check-In form on a bi-weekly basis to the CfSI Program Director of Internships
- Prioritize the Fellow's learning and growth throughout the internship experience
- Conduct a series of evaluations and assessments of the Fellow to include:
  - A mid-term evaluation for the Fellow that includes both an in-person meeting and a written component in accordance with the CfSI evaluation rubric
  - A final evaluation in accordance with the CfSI Internship Syllabus that contributes to the Fellows' final grade in the program
  - Additional evaluations will include feedback on the special project
- For program evaluation purposes, provide two rubric-based assessments on the Fellow's skills and practices to the CfSI Program Director

#### **What College for Social Innovation provides, as it relates to Internship Placements:**

- MBTA passes for Fellows and access to a wireless network and a place to work when not at the host site.
- A Program Director who will be available to support and coach Mentors and Fellows on an as needed basis. The Program Director will meet (in person or by phone) with the Mentor at least once prior to the start of the placement, at least once during the 14-week placement,
- Templates and best practices for Mentors around engaging Fellows.
- An opportunity for Mentors to develop their skills and knowledge related to talent development, leadership and management, and coaching and supervision including a CfSI-hosted, day-long orientation.
- Training and support for all Fellows on basic professionalism and workplace skills, including a special focus over the course of the semester on developing the 4 core skills and building blocks of the program: Work in Diverse Teams, Persuasive Communication, Human Centered Problem Solving and Launching a Purpose Driven Career. (For more information, refer to the CfSI Curriculum Framework).

#### **Expectations of Fellows, as it relates to Internship Placements**

Fellows are representatives of CfSI, their home institution, and their host organization during their time in the program. There is no expectation or promise of employment at the culmination of this internship placement. It is expected that Fellows will:

- Show up on time with a positive and professional attitude, and stay for the duration of the work day, unless other arrangements have been made in advance with their Mentor.

- Review employee manual and abide by all of their respective Host Organization's policies, as defined by their Host Organization.
- To the extent that interns have access to trade secrets and confidential business information belonging to their respective Host Organization, maintain strict confidentiality as outlined by their respective Host Organization.
- Take responsibility for their own work and learning, including:
  - Submitting special project goals and a work plan for approval to CfSI Program Director
  - completing assigned tasks to the best of their ability
  - drafting agendas for weekly check-ins with their Mentor
  - submitting bi-weekly updates and other assignments to the CfSI Program Director via Schoology, and
  - communicating any issues or concerns as they arise.

### **Conflict Reporting and Resolution**

Should any performance related issues arise, the Mentor and/or Fellow can and should e-mail the CfSI Program Director within forty-eight hours of the occurrence of the issue. You can also always e-mail or call the Program Director with any questions or concerns.

Disciplinary actions against a Fellow can take a variety of forms depending on the incident, up to and including removal from the internship placement and/or dismissal from Program. Each incident will be treated on an individual basis.

- If an incident occurs that puts the safety of the Fellow at risk, or where the Fellow puts someone else's safety at risk, the Mentor or Fellow should call the Program Director; the Fellow will be immediately removed from their placement and the best course of action will then be decided.
- If an incident occurs that damages the reputation of the host organization, the Fellow should expect disciplinary action that could include removal from the internship placement.
- While the Program Director shall be informed immediately if a performance related issue should arise, in the event that a fellow experiences ongoing performance issues at the host site placement, the Program Director for Internships will work with the Mentor to administer a performance improvement plan in accordance with organizational policy and/or provide CfSI templates, coaching and support.

This Memorandum of Understanding will be used as a basis for discussing any conflicts that arise. In addition to the Fellow, Mentor, and CfSI Program staff, only those individuals who have information about the incident or who need to be informed will be included in discussing issues and resolution.

### **Legal Agreement**

By signing below, and in consideration of College for Social Innovation placing the Fellow with the [Organization] and providing training and support, the Host Organization agrees to the following:

- The Host Organization warrants and agrees that it will perform its obligations, promises and covenants set forth in this Memorandum of Understanding, and to use its best efforts to cause the Mentor and any other employees, advisors, trustees, directors or consultant to perform their obligations.
- The Host Organization will pay a fee of \$700 to CfSI, however the Host Organization will not provide the Fellow financial or other employment benefits
- The Host Organization will report any conflicts that arise during the course of the Internship Placement within forty-eight hours of when the conflict or issue arose. To the extent that a Fellow raises any concerns or issues to the Host Organization or Mentor as it relates to their Internship Placement, the Host Organization will report that information to the Program Director within forty-eight hours of when the concern or issue was raised.
- In the event that the Host Organization and/or the Mentor are not providing the services outlined herein (including all Mentor responsibilities), CfSI has the right to terminate the Internship Placement immediately.

- The Host Organization will defend, hold harmless and indemnify CfSI against any and all costs, damages and expenses (including reasonable legal fees) arising out of all claims, actions, proceedings and judgements, commenced or threatened by a third party, arising out of or relating to (i) a personal injury claim made by a Fellow; (ii) an claim by a Fellow for a violation of federal or state employment laws, including the Fair Labor Standards Act and all state and local wage and hour laws.
- The interpretation of, and any disputes arising out of, this Memorandum of Understanding and agreement therein will be governed by the laws of the Commonwealth of Massachusetts.

**Understanding and Acceptance of This Memorandum of Understanding**

\_\_\_\_\_  
(Name of Host Organization)

\_\_\_\_\_  
(Name of Mentor)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Marissa Rodriguez**  
\_\_\_\_\_  
(Name of CfSI Program Director)

*Marissa Rodriguez*  
\_\_\_\_\_  
(Signature)

**1/8/19**  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of CfSI Fellow)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)