

KISHWAUKEE COLLEGE
The City of Rochelle
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is an agreement between The City of Rochelle and Kishwaukee College to clarify requirements and expectations of courses offered.

The City of Rochelle will:

1. Provide space to offer training, including computer and internet access.
2. Agrees to payment of the sponsorship bill regardless of the employee's grade in the course or if the employee drops the class after the add/drop date.
3. Notify LaCretia Konan in writing if the employee's employment is terminated after the start date of the class, or the student drops the class after the add/drop date.
4. Pay the bill in full by the 4th week of the start of the semester to allow company sponsorship for future semesters.
5. Ensure that total class contact time meets or exceeds the college requirements of the course and Illinois Community College Board (ICCB).

Kishwaukee College will:

1. Offer the class at a location agreed upon with at least 6-8 participants
2. Provide courses approved by ICCB and Kishwaukee College approved programs.
3. Submit any requested new courses or certificates through the Curriculum channels for approval by ICCB.
4. Provide textbooks pricing for Rochelle employees.
5. Provide official college credit course syllabi which contain course descriptions, learning outcomes, course requirements, and methods of evaluation.
6. Award college credit and record student grades on permanent college transcripts.

The City of Rochelle course eligible for college credit under the Agreement is:

BUS-101 Introduction to Business 3-credit hours

Recommended modifications to this agreement will be mutually agreed upon by Kishwaukee College and the City of Rochelle. Such modifications will not jeopardize credit for participants currently enrolled in courses covered under this agreement.

The agreement will be in effect August 23rd, 2022

This agreement will be terminated by December 17, 2022, at the end of the semester.

Information about this agreement and any program may be publicized by Kishwaukee College or the City of Rochelle.

Rochelle City Manager

Date

Kishwaukee College
Instructional Dean

Date

Kishwaukee College President

Date

Kishwaukee College Contact
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