



MEMORANDUM OF UNDERSTANDING BETWEEN
New Hampton and NICC

Northeast Iowa Community College (NICC), through the Northeast Iowa College and Career Connection (CCC), agrees to:

Offer the services of a college and career coach who provides individualized career and academic planning and partners with the district on work-based learning, authentic learning, and other college and career initiatives for students and educators.

Innovate ways to deliver work-based learning, authentic learning, and college and career readiness programming.

Administer work-based learning activities across the work-based learning continuum for students and educators and the college and career services that include academic planning and career counseling.

Administer the Iowa Intermediary Grant as specified in the Grant initiatives set forth by Iowa Workforce Development.

Meet annually at a minimum with partner districts to determine integration and engagement of coach into district/student college and career initiatives, authentic learning projects, work-based learning objectives, district career and academic plan and set participation goals. Bi-annual or quarterly encouraged.

Coach will serve as a member of the District Career and Academic Planning team to develop and implement DCAP strategies.

Assist in implementing, sustaining, and growing MOC/WEC/CPC programs through guidance and connections to businesses/organizations for hosting students.

Communicate to students, parents, and district to assist students in preparing for work-based learning experiences and reviewing the value of opportunities post participation.

Agree that coaches assisting with school-sponsored or required work-based learning activities is part of the school curriculum with liability on the district, so CCC waivers are not required for individual participating students.

Enforce that student CCC waivers are required for out-of-school events planned by CCC without a school district employee attending with their students, or for individual work-based learning experiences requested through a CC coach that are not part of a school assignment or requirement.

Maintain web resources at www.nicc.edu/ccs.

Design, populate, and utilize a specialized database system to track work-based learning activity, maintain business contacts, and report data required for the Iowa Intermediary Grant.

Collaborate with partners, such as Keystone AEA, local chambers of commerce, local economic development, business/industry, and the Iowa Department of Education to provide work-based learning for students, and professional development opportunities for educators.

Collaborate with the district to promote/sponsor/support/host FAFSA completion events contribute to the Future Ready Iowa Goal of increasing educational attainment.

Provide a career planning tool available to students that supplements the required state career planning system www.nicc.edu/careerhub

Continue involvement with Iowa Intermediary Grant state-level presence, NICC College and Career Services and initiatives.

Assist the district in fulfilling its non-delegable duty to provide an educational environment free of unlawful discrimination.

New Hampton High School agrees to

Partner with a NICC CC coach as a resource for individualized student career and academic planning, college and career readiness initiatives, work-based learning programs, and authentic learning projects.

Assist in promoting benefits of engaging in the full College and Career Coaching and WBL programs.

Provide a designated school lead or team for coaches and students to communicate with regarding CCC opportunities for work-based learning and coach engagement.

Promote flexibility in scheduling to accommodate work-based learning activities for students and educators.

Ensure access to and equity of student and educator participation in career exploration experiences.

Encourage enrollment in WBL coursework for all students, and as a pre- or corequisite to MOC/WEC/CPC and partnerships with NICC CTE and Earn/Learn programming.

Support students enrolling in concurrent/PICC coursework matching and supplementing career and educational interests/goals.

Contact a NICC CC coach or NICC administrator to plan and execute on-going or new work-based learning opportunities for students and/or staff in alignment with Iowa Intermediary Grant services. [Iowa Work-Based Learning Guide](#)

Allow the NICC CC coach to present on various career topics in classrooms as requested.

Allow an NICC Admissions Representative to visit the school two times per year to meet with NICC prospective students.

Understand the NICC CC coach and NICC Admissions Representative will work together to assist students in their educational journey to attend NICC.

Collaborate with the NICC CC Coach to promote/sponsor/support/host FAFSA completion events that contribute to the Future Ready Iowa Goal of increasing education attainment.

Assist NICC in their role to help ensure an educational environment free of discrimination, including in the provision of necessary information to facilitate that role or communicate with third-party vendors.

NICC and the school district agree to approach the partnership and resulting activities with on-going communication, evaluation and collaboration as we strive for mutual benefit while meeting the needs of our students, educators, administrators, and partners.

Amanda Gehlberg
NICC Career and Intermediary Programs signature

10/4/2023
Date

NICC College and Career Coach signature

Date

School Lead signature(s)

Date

Superintendent/Principal/Designee signature

Date

Individualized District College and Career Connection Goals and Outcomes

2023-2024

Goal Setting Guidelines:

Goal #1 : Incorporate CC Coach into developing and implementing high quality DCAP.

Team Members: Holly O'Brien, NPSI team, Middle School Jenna Miller, High School Counselor Michelle O'Donnell, NICC CCC Team, and NICC WBL team.

Timeline: Year long

Action Steps: Work-based learning connections/opportunities, FAFSA awareness and preparations. Connect with the NPSI team and attend monthly meetings, work closely with counselors (Michelle and Jenna) on 5 year plan and Kuder/Navigator. 8th grade Career Week involvement/opportunities for students. Continued participation in College and Career Connection (CCC).

Outcomes: Successful completion last year - going to continue to build off of this year and looking forward to Michelle's ideas to enhance awareness/opportunities for the students.

Goal # 2: Strategic Planning of Events

Team Members: Holly O'Brien, New Hampton High School, ICAN, NICC FAFSA team, NICC WBL team, NICC CCC team and High School Partnerships.

Timeline: Year long

Action Steps: NICC helps to implement, assist, and promote events at New Hampton. These events could include FAFSA night, parent teacher conferences, continue "Meet the Coach" mailers, career pathway book update, promote all scholarship opportunities and communication through newsletters and parent emails. Would like to have Lunch and Learn for businesses to learn more about MOC/WEC options. Community Boards (Sector Boards) brought back to utilize for CTE Advisory and business connections.

Outcomes: Successful completion last year. FAFSA may look a little different this year due to changes, but would still like NICC collaboration. Great partnership with IBN. Will continue to grow with Michelle's Ideas and changes to the school. Will see changes this year with the Intermediary Grant - bringing back Community Boards to help build connections.

Goal #3: Create, promote, and foster relationships with businesses that lead to upskilling/certification for students.

Team Members: Holly O'Brien, New Hampton High School, CTE Educators, NICC CPC team, NICC WBL team, NICC CCC team, and High School Partnerships.

Timeline: Year Long

Action Steps: With a demand of students wanting to enter the workforce after high school, we need to create a pipeline through Apprenticeships, Pre-Apprenticeships, Earn & Learn, CPC, and Work-Based Learning opportunities. Continue to promote NICC opportunities and partnerships to students and businesses. But understand, not all apprenticeship programs NICC has curriculum for and the high school needs to lead.

Outcomes: Relationships are fostered, but need to take it to the next level with developing some sort of pathway between students and businesses to make them employable with high quality skills. This is an area that needs strong focus and dedication. Did successfully run EMT and CDL last year. Priority to get CTE teachers, NICC and businesses together to broaden connections and develop plans to move forward.