

Instructions for Completing an MOU

School of Education – La Sierra University

1. Department initiates the MOU
 - a. Use the appropriate MOU template as a Word Document
 - b. Type in all of the names, titles, dates, etc.
 - c. Save the document as a pdf before sending it to the district for signatures
 - d. If the DISTRICT returns the MOU requesting changes, follow these steps:
 - Use the MOU template with Provost signature line.
 - Make the requested changes (*highlight the changes for Provost to see*)
 - Send the edited MOU to Iva Armstrong.
 - Iva will send the MOU to the Provost for approval & signature.
 - Once approved by Provost, save the document as a pdf and resend it to the district for signatures
2. When school district returns MOU
 - a. Department coordinator signs the document.
 - b. Turn the document to Dean's Office for Dean's signature.
3. Once the MOU is Fully Executed
 - a. Give original to Dean's Office.
 - b. Send a copy to the school district.
4. Dean's Office will
 - a. Add district to the list of current MOUs and forward a copy to the Financial Office.
 - b. Notify Website person to update the list posted on the SE website.

Instructions for Completing an Internship MOU

Instructions:

1. **PLEASE** make no changes to the Internship MOU template.
2. Type the district, date, and names of district personnel that will sign.
3. Send the document in Word form to Iva for verification.
4. Iva will send to Provost for signature. *All Internship MOUs must be signed by the Provost.*
5. Iva will return Internship MOU to Department.
6. Department will send to district for needed signature.
7. Once district has signed, the Department will send a copy to the district and original to the Dean's Office.
8. Dean's Office will add district to the list of current Internship MOUs and send to the Financial Office.