

May 2, 2019

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT
AND THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding ("MOU") is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF") and is with respect to Appendix B: Workload Schedule.

Due to compliance issues with internship and work experience classes where the faculty member does not have "line of sight" with the students during their work hours, several instructional courses were switched to cooperative education courses starting in the Fall 2018 semester. The GEOG 138 Internship class, taught by a part-time instructor, requires additional workload beyond what is typically required of a cooperative education course.

Tasks of a typical Work Experience instructor:	+	Responsibilities of the GIS internship (GEOG 138) instructor in addition to the tasks of the Work Experience instructor:
Review and approve draft and final learning objectives (documented on learning objectives worksheet and Statement of Cooperation)		Explain and assist with student poster/paper
Job site visits		Evaluate student poster/paper
Review monthly reports, ensure paperwork is complete		Provide technical assistance and guidance to internship provider before, during, and after internship
Final interview		Provide technical and logistical (e.g. background check) assistance and guidance to students before and during internship
		Research internship opportunities

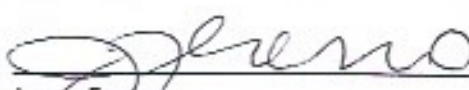
Cooperative Education pays the instructor 2.72 hours per student. The Math, Science and Engineering (MSE) Division will cover an additional 4.03 hours per student out of Innovation grant funds, for a total of 6.75 hours per student enrolled in the GEOG 138 course paid to the GEOG 138 instructor. This additional payment will remain in place for Summer 2019, Fall 2019, Spring 2020, Summer 2020, Fall 2020, and Spring 2021.

Dated: 5/8/19



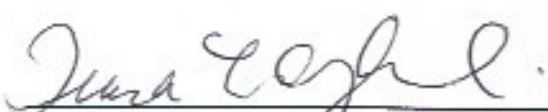
Lisa M. Norman
Assistant Superintendent/Vice President, Human
Resource Services

Dated: 5/9/19




Jenny Ferrero
Lead Negotiator, PFF

Dated: 5/9/19



Teresa Laughlin
Co-President, PFF

Dated: 5/9/19



Barbara Baer
Co-President, PFF