

MEMORANDUM OF UNDERSTANDING

Linn-Benton Community College

Occupational Therapy Assistant Program

This Memorandum of Understanding outlines the commitment of Linn-Benton Community College and Chemeketa Community College for the implementation of the Linn-Benton Community College Occupational Therapy Assistant Program. Both colleges agree this program will allow students to train in their "home" communities, encouraging graduates to remain and work in these communities to help meet occupational demand. In support of our joint vision, Linn-Benton Community College (LBCC) and Community College (CCC) agree to the following roles and responsibilities regarding the Occupational Therapy Assistant (OTA) program:

LBCC will:

- Maintain program accreditation through the Accreditation Council for Occupational Therapy Education (ACOTE).
- Develop the OTA program, including its curriculum and fieldwork education sites.
- Deliver the OTA program, including didactic, laboratory, and clinical components.
- Evaluate the OTA program per LBCC and ACOTE requirements.
- Provide the partner community college with electronic brochures and student bulletins to assist with recruiting and advising prospective students.
- Advise students who inquire about the OTA program and who reside in the region serviced by the partner community college that the above college is a partner in our program.
- Communicate and collaborate with the partner community college on a regular basis and as needed; this includes the timely request for scheduling classroom/laboratory space.

For Partner Community Colleges who wish to have LBCC select their students (Option A):

LBCC will:

- Assist students with the application process as needed.
- Select students for the OTA program.
- Notify the partner community college of the ACCEPTED and ALTERNATE students from their service area.

CCC will:

- Recruit students for the OTA program.
- Advise students regarding pre-requisite and general education courses.
- Refer students to LBCC's Academic Planning Assistant for assistance with the application process as needed.
- Provide student support services when appropriate, including counseling, library/learning center, exam proctoring, and computing/technology services.

- Provide adequate space with computer availability and Internet access at the partner community college for laboratory instructors and distance education students to hold laboratory sessions.
- Provide secure space for the OTA program to store a wheelchair and a 37" x 36" x 18" plastic storage cabinet, this space should be within walking distance of the space described in the preceding bulleted item.
- Communicate and collaborate with the OTA program on a regular basis and as needed; this includes the timely response to requests for scheduling classroom/laboratory space.

For Partner Community Colleges who wish to select their own students (Option B):

_____ will:

- Recruit students for the OTA program.
- Advise students regarding prerequisite and general education courses.
- Assist students with the application process as needed.
- Work with LBCC OTA program to determine number of available spots for students.
- Select students for the OTA program; the partner community college may choose to use our "Point System" to select their students or to use a system of their own, but the students they select must meet all LBCC OTA program requirements as listed in the current OTA Bulletin.
- Send to LBCC's Department of Admissions complete application packets for all ACCEPTED and ALTERNATE students, and keep all other complete application packets for a minimum of six months.
- Provide student support services when appropriate, including counseling, library/learning center, exam proctoring, and computing/technology services.

Please indicate below which Option will be used for student selection to the OTA Program:

Option A

Option B

This Contract is subject to and shall be performed in accordance with the College's General Terms and Conditions for Personal/Professional Services Contracts (General Conditions) posted on the Colleges Procurement Services website at:

<http://www.chemeketa.edu/busprofession/procurementservices/supplierinformation/> and which are incorporated into this Contract by this reference and shall be considered part of this Contract

Parties agree that the term of this MOU shall commence upon the date of last signature by all parties and shall continue unless earlier terminated or later extended as provided herein. This MOU may be terminated by mutual consent of both parties at any time or by either party upon 180 days' notice prior to June 30, in writing, and delivered by mail or in person. Any such termination of this MOU shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

The terms of this MOU shall not be waived, changed or supplemented except by written amendment signed by the parties to this MOU

Signatures

This MOU and any changes, alterations or amendments will be effective when approved in writing by the authorized representative of the parties hereto as of the effective date set forth herein.

In witness whereof, the parties hereto have caused this Contract to be executed on the date set forth below.

Linda M. Carroll
(signature)

Nov. 2, 2016
(date)

Jim Eustrom
(signature)

10/26/16
(date)

Linda Carroll, Dean of Healthcare

Jim Eustrom

Linn-Benton Community College

Chemeketa Community College