



**MEMORANDUM OF AGREEMENT  
REGARDING  
THE PEACE CORPS PREP PROGRAM  
WITH**

**THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY,  
ON BEHALF OF HUMBOLDT STATE UNIVERSITY**

This Memorandum of Agreement (this “MOA”) sets forth the understanding of the Peace Corps, an independent agency of the federal government, and the Trustees of the California State University, on behalf of Humboldt State University (the “Institution”), for the establishment of a Peace Corps Prep Program (the “Program”). The Program will serve to advance the goals of the Peace Corps: to help the people of interested countries in meeting their need for trained men and women; to help promote a better understanding of Americans on the part of the peoples served; and to help promote a better understanding of other peoples on the part of Americans. The Program will also advance the goals of the Institution: to provide an opportunity for students to combine academic course work with practical field experience and to enhance ongoing international activities at the University. The Program will contribute to more effective Volunteer service; improved benefits for host countries; and to the long-term professional and career development of participants.

**I. THE PROGRAM**

**A. ESTABLISHMENT**

The Program is intended to be a component of an undergraduate curriculum, consisting of experiential-based community service and selected courses, that will help prepare students for volunteer service in international development, potentially with the Peace Corps.

**B. PARTICIPANTS**

To be eligible for the Program, students must be in good academic standing at the time of application. If selected for participation, they must maintain such standing throughout their enrollment in the Institution. Students wishing to participate in the Program will submit their applications in accordance with the Institution’s requirements. The Institution will encourage students who decide to apply to the Peace Corps to do so in a timely manner. The Institution will encourage a diverse pool of students to apply. The parties intend to follow their respective non-discrimination policies.



## **C. CURRICULUM**

Core student competencies and requirements for the Program are attached as Appendix A. The Institution reserves the right to modify course offerings, experiences, and trainings from time to time as it deems necessary to maintain a competitive and current program of study, so long as these modifications align with the guidance in Appendix A. The Institution agrees to notify the Peace Corps of substantive changes in programming or academic requirements at least three (3) months prior to the beginning of the academic year when such changes would be implemented.

## **II. IMPLEMENTING PROVISIONS**

### **A. THE INSTITUTION'S UNDERSTANDINGS**

In order for the Institution to undertake and implement such a program, using the name "Peace Corps Prep," the Institution intends:

1. To facilitate the process through which students build core competencies identified by the Peace Corps in Appendix A.
2. To designate an Institution Coordinator within an office or department of the Institution to coordinate with the Peace Corps in the implementation of the Program.
3. To develop and implement an appropriate programmatic design and suite of student materials for the Program, in consultation with the Peace Corps.
4. To submit to the Peace Corps, for its review and approval, brochures, web pages, press, and other materials provided to students and the public describing the Program, prior to public distribution.
5. To publicize the Program to students, the community, and the general public.
6. To recruit, screen, and select candidates to the Program.
7. To verify whether participants have satisfied the requirements listed in Appendix A and to notify the Peace Corps of those participants that it determines have fulfilled those requirements.
8. To establish and maintain a Program web page that provides information about the Program and includes a direct link to the Peace Corps' web site. The Institution Coordinator will conduct a semi-annual review of the Institution's Program web page to ensure that Program information is accurate and current, and inform the Peace Corps of any substantive changes.
9. To provide the Peace Corps with an annual report on the program.
10. To comply with all applicable laws and the institution's policies and procedures with respect to the institution's activities under this MOA.

**B. THE PEACE CORPS' UNDERSTANDINGS**

The Peace Corps intends:

1. To designate a liaison officer at Peace Corps to coordinate with the Institution in implementing the Program.
2. To list the Institution on the Peace Corps' Peace Corps Prep webpage and provide a direct link to the Program's webpage.
3. To issue certificates for all participants that the Institution determines have completed the Program successfully and transmit the certificates to the University for distribution.

**C. MUTUAL UNDERSTANDINGS**

1. The Peace Corps reserves and retains the right to establish the terms and conditions of Peace Corps Volunteer service consistent with its rules, regulations, policies, and practices under the Peace Corps Act and related authorities.
2. The Institution shall have sole responsibility for determining whether an applicant meets its requirements for admission to the school and whether a participant has completed the requirements for a degree.
3. There is no guarantee that a student participating in the Program will be accepted by the Peace Corps as a Volunteer. The Peace Corps retains the right to determine, at any time, if a participant is not qualified for Peace Corps service, notwithstanding such participant's acceptance into the Program, and to separate any Trainee or terminate the service of any Volunteer, in accordance with its rules, regulations, policies, and practices under the Peace Corps Act and related authorities.
4. The Peace Corps is not responsible for the tuition, living expenses, or related expenses of participants while they are enrolled in their Institution.

**III. GENERAL PROVISIONS**

**A. EFFECTIVE DATE; TERM**

This MOA is effective for five (5) years (the "Term") upon the signature of the parties. Upon expiration of the Term, the parties may extend this MOA for an additional five (5) year terms by mutual written agreement of the parties.

**B. AVAILABILITY OF FUNDS**

The obligations of the parties under this MOA are subject to the availability of funds.

**C. OBJECTIVES AND EVALUATION**

Not later than sixty (60) calendar days after the effective date of this MOA, the parties intend to identify specific objectives for the Program, including but not limited to academic objectives. On a yearly basis as determined by Peace Corps under the term of this MOA, the parties intend to jointly or independently, as they may jointly determine, complete a report(s) identifying program strengths and weaknesses, the extent to which previously established goals for the program were achieved during the previous year, and setting forth recommendations, if any, for changes in the Program.

**D. TERMINATION**

Either party may terminate this MOA for any reason at any time by providing ninety (90) days' written notice to the other party. Should this MOA be terminated, the current participants will be allowed to continue with their degree programs, subject to the terms and conditions of the Institution's academic program and requirements.

**E. LIABILITIES AND LOSSES**

The Peace Corps assumes no liability or responsibility for accidents, bodily injury, illness, breach of contract, or other damages or loss, resulting solely from acts or omissions of the Institution undertaken under this MOA, whether with respect to persons or property of the Institution or third parties.

The Institution assumes no liability or responsibility to claims arising out of accidents, bodily injury, illness, breach of contract, or any other damages or loss, resulting solely from any acts or omissions of the Peace Corps undertaken under this MOA, whether with respect to persons or property of the Peace Corps or third parties.

**F. OTHER PROVISIONS**

Each party to this MOA is a separate and independent organization. As such, each organization retains its own identity in fulfilling its obligations hereunder and each organization is responsible for establishing its own policies and financing its own activities. This MOA does not create any employment, partnership, agency, joint venture, or other similar legal relationship between the Peace Corps and the Institution, and neither the Peace Corps nor the Institution has the authority to bind or act on behalf of the other. Unless otherwise indicated in writing, nothing in this MOA constitutes authority for, involvement in, or approval of, any fundraising activities for the Program engaged in by the Institution.

Under the Peace Corps Act, 22 U.S.C. § 2501, *et seq.*, the Peace Corps' name and logo are reserved exclusively to describe programs established

pursuant to that Act. The use of the official seal, emblem, or name of the Peace Corps by the Institution shall be allowed only with the prior written permission of the Peace Corps, pursuant to collaborative efforts specified herein.

From time to time, either party, its employees, or others associated with it may wish to express their respective views or take their own initiatives regarding the Program. Should the party or such individuals do so, third parties will be clearly advised that such views or initiatives are completely independent of, and not on behalf of, the other party or otherwise in the other party's name.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement as of the date and year set forth below:

For THE PEACE CORPS:

For THE TRUSTEES OF THE  
CALIFORNIA STATE  
UNIVERSITY, ON BEHALF OF  
HUMBOLDT STATE UNIVERSITY:

Carol Spahn  
Carol Spahn  
Acting Director

Tom Jackson, Jr.  
Tom Jackson, Jr.  
President

Date May 26, 2021

Date June 28, 2021

## Appendix A – Core Peace Corps Prep Program Requirements

### 1. Training and experience in a specific work sector

Students must take at least three courses that build their capacity to work in one of the following sectors. Additionally, they should accumulate a minimum of 50 hours of volunteer or work experience in that same sector, preferably in a teaching or outreach capacity.

- Education
- Health
- Environment
- Agriculture
- Youth in Development
- Community Economic Development

### 2. Foreign language skills

Most students must hone their capacity to interact professionally using a non-English language. Minimum course requirements vary by desired placement region.

- *Latin America*: Students indicating an intention to serve in Spanish-speaking countries must build strong intermediate proficiency, having completed two 200-level courses or learned Spanish through another medium.
- *West Africa*: Students indicating an intention to serve in French-speaking African countries must build proficiency in French or another Romance language, having completed one 200-level course or learned the language through another medium.
- *Everywhere else*: Students indicating an intention to serve anywhere else do not have explicit language requirements to complete the Program, but they should still be encouraged to study a foreign language.

### 3. Intercultural competence

Students must deepen their intercultural competence through a mix of three self-reflective courses focused on diversity and inclusion or the study of marginalized groups.

- Prolonged intercultural experiences—such as studying/volunteering abroad, supporting new Americans/immigrants in the community, or teaching in diverse schools—may partially fulfill this requirement.

### 4. Professional and leadership development

Students must hone their professional skills through at least three activities:

1. Have their resume critiqued by someone in Career Services
2. Attend a workshop or class on interview skills
3. Develop at least one significant leadership experience