

## Memorandum of Understanding

Between

Texas A&M University-Commerce,

Woodrow Wilson High School Community Foundation, and

Woodrow Wilson High School

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This Memorandum of Understanding (MOU) reflects the agreement between Texas A&M University-Commerce (herein A&M-Commerce), the Woodrow Wilson High School Community Foundation (herein WWHSCF), and Woodrow Wilson High School (herein WWHS) to offer outreach services to students at Woodrow Wilson High School. This MOU specifies responsibilities of each party and other responsibilities common to both entities.

The purpose of this MOU is to establish the general framework for providing outreach and scholarship opportunities to the students attending Woodrow Wilson High School.

### Responsibilities of Parties

- I. Texas A&M University-Commerce will:
  - a. Provide college readiness activities that will promote the pursuit of higher education. To accomplish this, A&M-Commerce will:
    - i. Provide tutoring sessions, once every two weeks, at Woodrow Wilson High School. Tutoring sessions will be hosted by students from the A&M-Commerce Honors College and may include other high caliber students from the university.
    - ii. Provide Admissions, Financial Aid & Scholarship sessions at Woodrow Wilson High School to ensure understanding of the admissions, financial aid, and scholarship processes and timelines. Will provide assistance with Free Application for

- Federal Student Aid (FAFSA), Texas Application for Federal Student Aid (TAFSA), and completion of admissions applications.
- iii. Provide college preparation support services through the Hispanic Outreach Office.
- b. Provide opportunities to have an on-campus college experience through
    - i. A Summer Leadership Camp experience. This experience will be designed to accommodate 25 students and may include activities such as: training on the Ropes Course, a Strengths session, college prep session, equine training, planetarium shows, and a residence hall experience. Actual activities will be determined after consultation among WWHS, WWHSCF and representatives of the university.
    - ii. Attendance at Mane Event Preview Day for Juniors and Seniors.
  - c. Give priority consideration to Woodrow Wilson High School students who meet criteria and apply for the Honors College (see attached brochure) with a complete application by advertised deadlines. The Honors College attempts to provide a “debt-free education” to students. The scholarship provides the following financial benefits: (1) Tuition, fees, and housing costs are covered by the university; (2) A partial meal plan is provided to students; (3) Students receive funds each semester to cover textbook costs (currently \$700 per semester).
  - d. Give priority consideration to Woodrow Wilson High School students who meet criteria and apply for the Regents Scholar Program with a complete application by advertised deadlines. The Regents Scholar program is designed to reduce financial pressure on students and their families. Students receive a \$5000 yearly academic scholarship that covers most tuition and fees associated with study at Texas A&M University-Commerce. In addition, students receive a \$500 housing scholarship during their first year on campus.

- e. Provide a onetime \$500 scholarship to students who enroll as a freshman at Texas A&M University-Commerce and meet the following criteria:
  - i. Attend the Summer Leadership Camp at A&M-Commerce, or
  - ii. Attend all scheduled tutoring sessions for one academic year.
- f. Provide marketing materials, literature, student expectations at events, event guidelines, and admission/registration/liability forms.

II. The Woodrow Wilson High School Community Foundation and Woodrow Wilson High School will:

- a. Locate and reserve appropriate space for tutoring sessions at Woodrow Wilson High School.
- b. Identify students who would benefit from tutoring services and will direct students to said services.
- c. Provide funds to defer travel expenses for student tutors driving between Commerce and WWHS. Specifically, the driver of one car will be reimbursed at the prevailing State Mileage Rate.
- d. Provide funds to cover costs for 25 students to attend the Summer Leadership Camp Experience at A&M-Commerce. A menu of possible services and prices will be provided.
- e. Provide chaperones for students attending Summer Leadership Camp.
- f. Promote A&M-Commerce sponsored events to students at Woodrow Wilson High School by providing announcements, literature and possible registration forms to interested students. Literature and forms will be provided by A&M-Commerce.
- g. Facilitate communication between Woodrow Wilson High School students and A&M-Commerce concerning campus events and scholarship opportunities.
- h. Provide or assist students with transportation to events on the A&M-Commerce campus (e.g., Mane Event Preview Day).

III. Both Texas A&M University-Commerce, Woodrow Wilson High School and the Woodrow Wilson High School Community Foundation will:

- a. Provide college readiness activities to the students of Woodrow Wilson High School.
- b. Develop an understanding that the student is the top priority and seeing them advance to an institution of higher learning is the overall goal.
- c. Communicate openly regarding collaborations, questions, and concerns.
- d. Evaluate and improve this partnership agreement within one year of its implementation.

IV. Additional Information

- a. Terms: The term of this agreement shall be October 5, 2011 through August 31, 2014, with the option to renew upon mutual agreement between the parties hereto.

V. Contacts:

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Adopted as of the 5th day of October, 2011.

For Texas A&M University-Commerce:  
Dan R. Jones, Ph.D.  
President/CEO

  
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Richard H. Vitale, President

  
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For Woodrow Wilson High School  
Kyle Richardson, Principal

  
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