

Sample Text for District Level MOU

<<Date>>

Golden Eagle Cyber Certificate Program
Program Coordinator
POB 5134
Cookeville, TN 38505

<<Participating District Address>>

Subject: Golden Eagle Cyber Certificate Dual Enrollment Program

Dear Program Coordinator:

This letter serves to document an educational partnership between <<District Name>> (hereinafter referred to as "District") and the affiliated high schools listed at the end of this memorandum (hereinafter referred to as "Schools") and Tennessee Technological University (hereinafter referred to as "TNTech") to participate in the Golden Eagle Cyber Certificate dual enrollment program. In this partnership, TNTech will provide instructors who will teach a collection of courses outlined in the program documentation according to a pre-published schedule. Students completing three courses from the collection will earn the Golden Eagle Cyber Certificate which will be issued by TNTech to the participating students via the District's CTE Director.

Students who complete the courses and meet the academic standards of the university will earn an elective credit or a credit that will apply toward degree work at Tennessee Tech (and possibly other institutions). Schools within the District will select students who have demonstrated the potential to be successful in college level coursework and will provide a supervised environment for students to work daily on the course. <<Name of Primary Point of Contact (name, phone, email)>> will serve as the District POC for all communication items related to this program.

The District recognizes that the course(s) will be delivered using an asynchronous, online instructional model making use of current Tennessee Tech communication and learning technology platforms. Primary communication between the students and instructor will occur via email, iLearn, and Microsoft Teams. The Schools will ensure students have access to technology required to participate in the course, being an audio-capable computer with access to the Internet.

Participating High School list with POCs

<<Name of High School>>
<<Address of High School>>
<<Principal Name> (phone/email)
<<CTE Teaching Lead Name>> (phone/email)

Respectfully,

<< District Superintendent Signature Block>>
<< CTE Director Signature Block>>