MEMORANDUM OF AGREEMENT
REGARDING
THE PEACE CORPS PREP PROGRAM
WITH
TEXAS 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 Texas 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, which 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. Students who decide to apply into the Peace Corps shall be encouraged to do so in a timely manner. The Institution will encourage a diverse pool of students to apply. The parties agree to follow their respective non-discrimination policies.

C. CURRICULUM

A proposed curriculum for the Program is attached as Appendix A. The Institution reserves the right to modify course offerings and requirements from time to time as it deems necessary to maintain a competitive and current program of study. 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 AGREEMENT

In order for an Institution to undertake and implement such a program, using the name “Peace Corps Prep”, the Institution agrees:

1. To facilitate the process through which students build the core competencies identified by Peace Corps.

2. To designate an Institution Coordinator within a department of the Institution to coordinate with the Peace Corps in the implementation of the Program.

3. To develop and implement an appropriate curriculum 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 establish and maintain a Program web page that provides a direct link to the Peace Corps’ web site. The Institution Coordinator will conduct a semi-annual review of the Institution’s Peace Corps Prep Program web page to ensure that Program information is accurate and current. The Institution Coordinator will inform the Peace Corps Coordinator of the Program (the “PC Coordinator”) of any needed changes.

8. To provide the Peace Corps with an annual report on the program.

9. To offer a curriculum with academic requirements that student participants will be expected to meet, and which corresponds to the guidelines set forth in Appendix A.

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. MUTUAL AGREEMENTS

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 Peace Corps Prep 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 initial 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, and 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, this MOA may be extended for additional five (5) year terms by mutual written agreement of the parties.

B. Availability of Funds

The obligations of the parties hereto 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 shall identify specific objectives for the Program, including but not limited to academic objectives. Not later than thirty (30) calendar days after the end of each year under this MOA, the parties shall jointly or independently, as they may agree, 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 the 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, 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 Peace Corps undertaken under this MOA, whether with respect to persons or property of 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 Peace Corps and the Institution, and neither 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 Peace Corps by the Institution shall be allowed only with the prior written permission of 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:

Sheila Crowley  
Acting Director  

3/14/17  
Date

For TEXAS STATE UNIVERSITY:

Dr. Gene Bourgeois  
Provost & Vice President for Academic Affairs  

4/11/2017  
Date
Appendix A – Core Peace Corps Prep Program Requirements

1. **Training and experience in a specific work sector**
   Students should 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**
   Students should hone their capacity to interact professionally using a non-English language. PC Prep minimum course requirements vary by desired placement region.
   - *Latin America*: Individuals wanting to serve in Spanish-speaking countries must apply with strong intermediate proficiency, having completed two 200-level courses or learned Spanish through another medium.
   - *West Africa*: Individuals wanting to serve in French-speaking African countries should be proficient in French or another Romance Language, having completed one 200-level course or learned the language through another medium.
   - *Everywhere else*: The Peace Corps recommends but has no explicit language requirements for individuals applying to serve in most other countries.

3. **Intercultural competence**
   Students should 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 should 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