

**Memorandum of Understanding**  
Workplace Education and Literacy

This Memorandum and Understanding (MOU) is entered into and between the following organizations for the Workplace Education and Literacy Program:

**(Adult Education Program)**

**(Business/Employer Partner)**

This MOU sets for the terms and understanding between (Adult Education Program) and (Business/Employer Partner) to (insert workplace literacy activity).

**Background**

*Explain why the partnership is important.*

**This MOU will:**

*Summarize purpose, goals, outcomes, and activities.*

- **Purpose**
- **Goals of partnership**
- **Milestones**
- **Action Plan**

**Operating Schedule**

*List class schedule. May include holidays and breaks when there will be no class.*

**Evaluation**

*Determine the evaluation process, including who will evaluate milestone completion (adult education, employer, or other agency) and the timeline for evaluation.*

**Funding**

*Specify that this MOU is not a commitment of funds.*

**Modification and Termination**

*Determine length or term of MOU and termination or modification process.*

**Contact Information**

*Adult Education Contact Information*

*Business Partner Contact Information*

**Authorization**

*Adult Education Program*

*Authorized Official Signature:*

*Printed Name:*

*Title:*

*Date:*

*Business Partner*

*Authorized Official Signature:*

*Printed Names:*

*Title:*

*Date:*