Viterbi STEM Schools Partnership Agreement, Academic Year 2017-2018

In this past academic year, USC Viterbi STEM Educational Outreach Programs (STEM-EOP) piloted the Viterbi STEM Schools Partnership. The purpose of the program is to offer partner schools’ students and teachers opportunities for authentic experiences in science, technology, engineering and mathematics (STEM) building on the log-running successes of USC MESA (Mathematics Engineering Science Achievement) Program and Mission Science programs.

The Viterbi STEM Schools Partnership program was created to meet the needs of schools who have expressed an interest in collaborating with the USC Viterbi School of Engineering and to make available STEM-EOP resources, USC facilities, and access to USC students, faculty, staff to a larger network of Los Angeles area schools than can be accommodated by existing MESA and Mission Science.

In order to provide a more tailored partnership for each school, USC Viterbi STEM-EOP offers three tiers of school participation. For most schools, the centerpiece of the partnership is the STEM club. These student-interest-driven clubs generally take place afterschool, during lunch, or as an elective course. According to the level of partnership, USC STEM-EOP will assist in the planning and/or delivery of the club. Teachers at partner schools can participate in group planning meetings and professional development. In addition, all partners will have access to resources that can bring authentic STEM experiences into the school and connect students with USC students and programs.

**Partnership Levels Summary (Details below)**

<table>
<thead>
<tr>
<th>Full Partner - Tier 1</th>
<th>Associate Partner - Tier 2</th>
<th>Affiliate - Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1500 shared cost</td>
<td>$500 shared cost</td>
<td>no shared cost</td>
</tr>
<tr>
<td>*Full STEM Club support (materials, monthly delivery, ongoing planning) *Students have preferred access to USC events and programs *Teacher PD opportunities and resources</td>
<td>*STEM Club support (initial and ongoing planning) *Students have preferred access to USC events and programs *Teacher PD opportunities and resources</td>
<td>*STEM Club support (initial planning) *Students invited to USC events and programs *Teacher PD opportunities and resources</td>
</tr>
</tbody>
</table>
Partnership Levels Details

**Full Partner School - Tier 1 ($1500 shared cost)**
Full STEM Club support - (up to 45 students)
- Initial planning for recruitment and activities
- Materials for STEM club projects
- USC students lead monthly activities September 1, 2017 to April 30, 2018.
- 3 teacher planning meetings per semester (at USC or virtual)
- Curricular planning and advice on troubleshooting issues

**Student benefits**
- Students are invited to participate in selected events on the USC campuses
- Students, parents and teachers participate in Fall College and Career Day
- Participation in Spring Robotics Invitational at no cost
- Students are eligible and earn preference points for selection in USC programs and opportunities

**Teacher benefits**
- Teachers are invited to participate in professional growth activities
- Teacher have access to STEM lesson plans
- Teachers have opportunities to work with faculty and STEM professionals.
- Teachers added to bi-weekly STEM opportunities newsletter

**School benefits**
- Access to STEM professional and faculty guest speakers (as available)
- Help in coordinating family STEM events, field trips, and/or guest speakers
- Advice from STEM experts on curriculum and school program planning
- Inclusion in grant proposals for funding to offset shared costs and increase support

**Shared cost covers**
Materials for STEM club, monthly student transportation to school site, staff time to coordinate student teachers, staff time to coordinate additional speakers, planning, and support

**Associate Partner School - Tier 2 ($500 shared cost)**
STEM Club support
- Initial planning for recruitment and activities
- Curricular planning and advice on troubleshooting issues
- 3 teacher planning meetings per semester (at USC or virtual)

**Student benefits**
- Students are invited to participate in selected events on the USC campuses
- Students, parents and teachers participate in Fall College and Career Day
- Participation in Spring Robotics Invitational at no cost
Students are eligible and earn preference points for selection in USC programs and opportunities

Teacher benefits
- Teachers are invited to participate in professional growth activities
- Teacher have access to STEM lesson plans
- Teachers have opportunities to work with faculty and STEM professionals.
- Teachers added to bi-weekly STEM opportunities newsletter

School benefits
- Access to STEM professional and faculty guest speakers (as available)
- Help in coordinating field trips and guest speakers
- Inclusion in grant proposals for funding to offset shared costs and increase support

Shared cost covers
Staff/volunteer transportation and time to coordinate speakers, planning, and support

**Affiliate Schools - Tier 3 (no shared cost)**

STEM Club support
- Initial planning for recruitment and activities
- Curricular planning advice
- 1 teacher planning meeting per semester

Student benefits
- Students are invited to participate in selected events on the USC campuses
- Students get early announcements about USC programs and opportunities

Teacher benefits
- Teachers are invited to participate in professional growth activities
- Teacher have access to STEM lesson plans
- Teachers added to bi-weekly STEM opportunities newsletter

School benefits
- Access to USC student volunteers, STEM professionals, and faculty guest speakers (as available)
Viterbi STEM School Partnership Requirements and Responsibilities

In selecting to participate in the Viterbi STEM Schools Partnership, the school is required to provide administrative support to ensure the success of the program. In order to implement and sustain said program, the school consents to:

1. Identify and select a teacher certified to teach mathematics, science or related field or other designated school site staff to serve as the Program Liaison.
2. Provide funding with school-site funds for supplies and materials for activities and year-end event. These funds will be administered by the school-site under the direction of the Program Liaison. Project materials will be provided for full partner schools only.
3. Provide release time for the Program Liaison to attend special meetings, trainings, or educational field trips. The school site covers the cost of the substitute teacher if needed.
4. Support and implement the Viterbi STEM Educational Outreach Program’s mission of serving educationally disadvantaged students and, emphasizing participation by students from groups underrepresented in the STEM fields.
5. Provide school facilities for program activities.
6. Cover cost of bus transportation for field trips and other off-site events.
7. Provide access to school data for evaluation and assessment.
8. Host at least one parent/family STEM night per year

The designated Program Liaison serves as the liaison the STEM Educational Outreach Programs Office and the school. The Program Liaison consents to:

1. Recruit, select, and enroll between 20 and 45 eligible and targeted students in the Viterbi STEM Schools Program each year.
2. Schedule, hold, and lead regular and consistent student meetings and activities for at least one hour per week. Full partner schools will need to submit a meeting calendar at the beginning of the school year.
3. Review and verify Student Enrollment Forms are completed accurately and submit completed forms monthly.
4. Review each student’s IAP (Individual Academic Plan) and advise students who are not on track to meet admission requirements of selective universities such as USC.
5. Participate in Professional Development meetings, trainings, and activities.
6. Assist in identifying potential field trips, guest speakers or other STEM enrichment opportunities that foster program objectives.
7. Assist with collection of evaluation data.
Viterbi STEM Schools Partnership Agreement, Academic Year 2017-2018

This agreement is acknowledged and agreed to by all parties with the signatures below and valid between the first day of the school’s academic year and the last day of the school’s academic year. USC students leading activities at full partner schools will be available September 1, 2017 to April 30, 2018. To continue as a Partner school, a new agreement must be executed each year during the renewal period, ending June 23, 2017. This agreement may be terminated by either party. Shared cost fees will be billed once the agreement is signed and are non-refundable.

________________________________________________________________________
School

Enrolling as: Full Partner School / Associate Partner School / Affiliate School

________________________________________________________________________
Principal or School Administrator

________________________________________________________________________
Teacher/Program Liaison

________________________________________________________________________
Print

________________________________________________________________________
Print

________________________________________________________________________
Date

________________________________________________________________________
Date

________________________________________________________________________
Principal or School Administrator Email

________________________________________________________________________
Teacher/Program Liaison Email

________________________________________________________________________
________________________________________________________________________
STEM Educational Outreach Programs

________________________________________________________________________
Rochelle Urban

________________________________________________________________________
Print

________________________________________________________________________
Date