

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE AMERICAN SAMOA COMMUNITY COLLEGE (ASCC)
AND THE AMERICAN SAMOA GOVERNMENT DEPARTMENT OF EDUCATION
(ASDOE) GUIDANCE AND COUNSELING PROGRAM**

1. PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to establish a mutual framework governing the respective organizational relationships, responsibilities, and activities between the Parties (hereinafter the Parties shall be identified as the *American Samoa Department of Education (ASDOE) Guidance and Counseling Division* and the *American Samoa Community College Health and Human Services Department*.

The Mission of the American Samoa Department of Education is "To prepare students to be College, Career and Life Ready."

The Mission of the American Samoa Community College "is to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa."

Therefore, both the American Samoa Department of Education and the American Samoa Community College, recognize the mutual benefits of academic articulation and staff development through the American Samoa Community College for professional development among the employees of the American Samoa Department of Education.

Moreover, both parties are in agreement to ensure a high range of quality programs and services are available to meet students' educational needs.

The areas of responsibility and relationships presented herein provide the concept under which the program shall be executed.

2. DURATION and TIME:

The MOU between the ASDOE (Guidance and Counseling Division) and ASCC (Health and Human Services Department) is for two years, which consists of six identified requirement courses to attain a Certificate of Completion in Counseling. The courses will be offered beginning in the Summer Sessions 2021, Fall 2021, and Spring 2022

- 2021 Summer (1st and 2nd 5-week sessions)
- 2021 Fall (10-week session)
- 2022 Spring (10-week session)

4. DESCRIPTION OF GOODS and SERVICES:

A total of 37,852.40 per year shall be dedicated to fund this annual partnership between ASDOE- Guidance and Counseling and ASCC-HHS Programs. It is the focus of this program that all DOE counselors will be given educational access and or assistance to enroll in courses to fulfill ASDOE counseling certification requirements. By successfully

completing all counseling certification courses, a Certificate of Completion will be awarded by ASCC – HHS Program.

Course costs include the following for Summer, Fall and Spring terms during the calendar year 2021-2022. The following are agreed upon tuition and fees for the purposes of this agreement:

• Courses (buy out –instructor’s contracts):	\$ 11,700
To includes the following fee: Note: (MA \$600 per credit, PhD \$700 per credit) Factored in course buy out two courses cost at PhD level in case (\$2100, per course)	
• Lump sum fee: Operational and other costs (All fees- tuition, technology, course administration, etc.)	\$ 11,400
• Textbooks	\$ 10,000
• Office Supplies & equipment	\$ 1,500
• Indirect Cost @ 9.4%	\$ 3,252.40

All courses for COC in Counseling will be held on the ASCC campus.

5. ROLES and RESPONSIBILITIES:

ASDOE Guidance and Counseling Division will:

1. Recruit and identify all counselors who will participate in the certification program and provide ASCC with a list.
2. Contract the American Samoa Community College-HHS to entail duties and responsibilities involved and especially tracking the progress of each of the participating counselors.
3. Pay for all course fees, instructor fees and all other identified college related instructional costs-including course textbooks for all counselors who will be taking courses with the ASCC-HHS Program. These counselors must be identified by *ASDOE Guidance and Counseling Division* in consultation with the Chairperson of ASCC HSS Department and designated staff.
4. Communicate with selected counselors who are participating in the certification program to provide an official transcript as evidence of meeting the required competencies in the certification program before being accepted to take the certification courses.

5. Require all selected counselors to submit all essential documents to the ASCC Admissions Office.
6. Maintain open communication with ASCC Health and Human Services department throughout the duration of the MOU.

ASCC Health and Human Services Department will:

1. Provide all Counseling certification courses specific to the ASDOE Guidance and Counseling Division, which will be held on the ASCC Campus. All courses are offered after school hours beginning at 4:00 p.m.
2. Provide planning, implementation, and coordination under the guidance of the Chair of HHS but not limited to the proper utilization of finances, timely reports and assessments as required.
3. Schedule all Counseling certification courses in alignment with ASDOE Calendar to ensure that counselors can attend all scheduled sessions throughout the academic year.
 - a. Serve as the point of contact on behalf of ASCC in collaboration with ASDOE Guidance and Counseling Division to ensure the goals of the MOU are met.
4. Provide academic advising, and support to the counselors from the course instructor or the Department Chairperson of Health and Human Services Department.
5. Work with the college Finance Office on the costs of courses and college fees to include the following for Spring, Summer terms and Fall semester. The following are agreed upon tuition and fees for the purposes for this Agreement:

- Courses (buy out –instructor’s contracts): \$ 11,700

To includes the following fee:
 Note: (MA \$600 per credit, PhD \$700 per credit)
 Factored in course buy out two courses cost
 at PhD level in case (\$2100, per course)

- Lump sum fee: Operational and other costs (All fees- tuition, technology, course administration, etc.) \$ 11,400
- Textbooks \$ 10,000
- Office Supplies & equipment \$ 1,500
- Indirect Cost @ 9.4% \$ 3,252.40

- Maintain open communication with ASDOE Guidance and Counseling office throughout the duration of the MOU.

6. FUNDING:

The total funding needed equals to 37,852.40 contractual services will be based on a yearly need.

7. TIME FRAME OF PROGRAM:

June 2021 to April 2022 to include:

Summer 2021 1st & 2nd Session (5-week session each), Fall 2021(10 -week session), and Spring 2022 (10 week session).

8. APPLICABLE LAWS:

The applicable statutes, regulations, directives, and procedures of the United States of America and American Samoa shall govern this MOU and all documents and actions pursuant to it.

9. CONTRACT CLAIMS AND DISPUTES:

All claims and disputes by the Parties arising under or relating to this MOU shall be resolved in accordance with Federal laws and the law of American Samoa and the terms of the MOU.

10. DISPUTE RESOLUTION:

In the event of a dispute between the Parties, each agree to the use of their best efforts to resolve that dispute in an informal fashion through consultation and communication or other forms of non-binding alternative dispute resolution mutually acceptable to communication, or other forms of non-binding alternative dispute resolution.

ASDOE Guidance and Counseling Division/ASCC HSS

June 2021 – April 2022 Budget

Counselor Certification costs:

<i>Summer 2021 session 1 (5 wk)</i>	<i>3 credits</i>
<i>Summer 2021 session 2 (5 wk)</i>	<i>3credits</i>
<i>Fall 2021 (10-week session)</i>	<i>6 credits</i>
<i>Spring 2022 (10 – week session)</i>	<i>6 credits</i>

<i>Total (actual):</i>	<i>18 credits</i>
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Courses (buy out –instructor’s contracts):	\$	11,700
To includes the following fee:		

Note: (MA \$600 per credit, PhD \$700 per credit)
Factored in course buy out two courses cost
at PhD level in case (\$2100, per course)

Lump sum fee: Operational and other costs (All fees- tuition, technology, course administration, etc.)	\$	11,400
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Textbooks (6 books - average cost of \$175)	\$	10,000
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Office Supplies & equipment	\$	1,500
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Total Instructional, Operational and All Other Cost:	\$	34,600.00
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Indirect Cost @ <u>9.4%</u>	\$	3,252.40
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<u>Total cost</u>	<u>\$</u>	<u>37,852.40</u>
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Course Requirements and Descriptions:

HSV 155 Introduction to Counseling and Guidance (3)

Prerequisite: ENG 91

This course provides an overview of the guidance and counseling profession through a presentation of the history and background of the basic theories of counseling and the foundation of counseling and guidance programs from traditional to current times. The course includes the role and function of the counselor in the schools, community and agency settings and various techniques, issues and trends of the counseling profession. (Note: 3 lecture credits)

HSV 165 Career Development and Information Systems (3)

Prerequisite: ENG 91

This course provides a survey and analysis of career development throughout the lifespan, a review of current legislation in relation to the workforce, career programs and research methodology. Students are given the opportunities to explore career assessments and information services and resources available on-line and on-island. The focus is on building the awareness of skills necessary to facilitate career assessment and assistance in career decision-making and job seeking activities. (Note: 3 lecture credits)

HSV 200 General Counseling I (3)

Prerequisites: HSV 155, PSY 150

This course is designed to expand the understanding of counseling by examining guidance principles, concepts, values, and their application. Also, the course will be addressing the major impact cultural beliefs and values have on effectively helping others. (Note: 3 lecture credits)

HSV 220 Multicultural Guidance and Counseling (3)

Prerequisites: HSV 155, PSY 150

This course provides the student with an understanding of the philosophical and theoretical approaches to multicultural counseling and multicultural interactions. The course content includes an awareness of multicultural issues, an understanding of multicultural education and the skills to accommodate the needs of diverse populations. (Note: 3 lecture credits)

**CERTIFICATE OF COMPLETION IN
COUNSELING**

1 ST SEMESTER		CRED ITS	2 ND SEMESTER		CRED ITS
ENGLISH	ENG 151	3	PROGRAM	HSV 155	3
PERSONAL DEVELOPMENT	PSY 150	3	REQUIREMEN TS	HSV 165	3
CREDITS		6	TOTAL CREDITS		6

3 RD SEMESTER		CRED ITS		CREDI TS
PROGRAM	HSV 200	3	GENERAL EDUCATION	6
REQUIREMENTS	HSV 220	3	PROGRAM REQUIREMENTS	12
TOTAL CREDITS		6	TOTAL CREDITS	18


The Memorandum of Understanding shall commence and be effective upon it's execution by all parties and shall continue in effect until amended or terminated by either party to the other in writing.

AGENCY A: American Samoa Department of Education (ASDOE)

Talauega Dr. Samasoni Asaeli, ASDOE Director

Authority's Printed Name & Title

March 2, 2021
Date

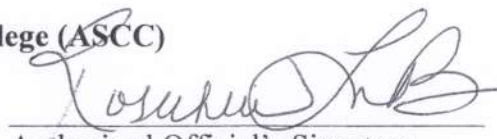

Authorized Official's Signature
Address: P. O. BOX 568
Telephone #: 633-5237/4238

AGENCY B: American Samoa Community College (ASCC)

Dr. Rosevonne Pato, ASCC President

Authority's Printed Name & Title

3/4/21
Date


Authorized Official's Signature
Address: P. O. BOX 2609
Telephone #: 699-1866