



Sample Memorandum of Understanding

1. Purpose
 1. This Memorandum of Understanding (MOU) between the Wiki Education Foundation (Wiki Ed) and the Society for the Protection of Elvish Welfare (S.P.E.W.) outlines and clarifies the mutual expectations of collaboration between the two organizations.
2. Context
 1. Wiki Ed supports instructors and student editors using Wikipedia as a tool in higher education through materials and staff time. S.P.E.W., an organization aimed at advancing the education and welfare of elves, wants to encourage its membership to participate in Wiki Ed's programs to increase the availability of information about elvish studies on Wikipedia.
3. Partnership benefits
 1. Both parties wish to expand the depth and breadth of content on Wikipedia about elvish studies. By working together, we can increase our impact on Wikipedia content by bringing more instructors who are members of S.P.E.W. into Wiki Ed's programs.
4. Partnership goals
 1. Wiki Ed, in addition to standard support offered from our organization to individual instructors, will:
 1. provide content for S.P.E.W.'s media, including website, member magazine, blog, etc.
 2. create a handout for student editors about how to contribute content to Wikipedia in elvish studies, once S.P.E.W. has at least 15 courses participating in one term.
 3. provide data regarding student editors' contributions during each term, including number of student editors, quantity of content added to Wikipedia, list of articles edited, number of new articles, and number of page views.
 4. prioritize S.P.E.W.'s courses, instructors, and student editors' work when speaking with media.
 5. feature at least one blog post per term at wikiedu.org about contributions from S.P.E.W.'s student editors.
 6. attend S.P.E.W.'s annual conference to facilitate a teaching

workshop and provide information and outreach at an exhibition booth, when both parties are interested.

7. host a teaching webinar for S.P.E.W.'s members.
8. highlight partnership with S.P.E.W. on our website, wikiedu.org.

2. S.P.E.W. will:

1. give Wiki Ed a booth space, free of charge, at annual conferences.
2. schedule session(s) at annual conferences for presentations or workshops from Wiki Ed staff or representatives.
3. create a space on S.P.E.W.'s website promoting Wiki Ed's tools and resources.
4. provide space in S.P.E.W.'s member magazine for a minimum of one article per calendar year; OR two recruiting e-mails to S.P.E.W.'s members per calendar year.

5. Roles and responsibilities

1. Wiki Ed will ensure partnership conditions outlined above are fulfilled.

6. Duration of agreement

1. This agreement is understood to begin by July 1, 1994 and extend for as long as both partners agree to the outlined conditions.

7. This Memorandum of Understanding is the complete agreement between Wiki Ed and S.P.E.W. and may be amended only by written agreement signed by each of the parties involved.

Wiki Ed representative

S.P.E.W. representative

7/1/94
Date

