

**Memorandum of Understanding  
Between the Archer Center, The University of Texas at Dallas  
and The University of Texas System [Academic Institution]**

This agreement is between the Archer Center (Archer Center), The University of Texas at Dallas (UT Dallas) and The University of Texas System [academic institution] (UT [ ]).

**Purpose**

The purpose of this agreement is to provide a basis for implementing the financial agreement approved by The University of Texas System (UT System) Board of Regents on February 7, 2007. This agreement will ensure that students within the UT System will have the continued opportunity to intern and study at the Archer Center in Washington D.C.

**Background**

In 2000, the Archer Center was established by UT System, in conjunction with Former U.S. Representative Bill Archer, as a way to bring highly motivated and accomplished students to Washington, D.C. to participate in varied internships and take part in classes focusing on policy, economics, and persuasion. The Archer Center is a self-supporting program based within the Office of Federal Relations for UT System. It is unique among academic and student opportunities because it strives to support and enable students from all campuses within UT System to take advantage of opportunities in Washington, D.C.

The program is partially funded by an endowment managed by The University of Texas Foundation. Beginning in 2007-2008, the Archer Fellowship Program will charge a flat \$3,000 extension program fee through UT Dallas. This fee is the amount necessary to cover the program costs including instruction and overhead, and administrative costs. Access to these funds, under the Board of Regents' "Visiting U. T. System Students Program" rule (Regents' Rules and Regulations, Series 50701), allows for the maintenance of the Archer Center and its support services.

The Archer Fellowship Program courses are UT Dallas approved courses and the Office of Undergraduate Education at UT Dallas coordinates faculty hiring and manages course evaluations for the Archer Fellowship Program. Beginning Fall 2007, students accepted into the Archer Fellowship Program from any UT System institution will register for Archer Fellowship Program courses at their home institution and the home institution will forward the extension program fee collected from participating students to the UT Dallas campus where they will be allocated to the Archer Fellowship Program.

**Definitions**

1. Home Institution: The University of Texas institution at which a student has been admitted and enrolled
2. Host Institution: The University of Texas at Dallas
3. Archer Center: The Center within The University of Texas System Office of Federal Relations which coordinates the Archer Fellowship Program

## **Mutual Commitments**

### 1. Home institution agrees to:

- a. Appoint an Archer Coordinator to coordinate the Archer Fellowship Program pursuant to the Board of Regents' "Visiting U. T. System Students Program" rule (Regents' *Rules and Regulations*, Series 50701);
- b. Post the following courses to their course inventory:
  - i. *Policy Making Process*
  - ii. *Advocacy in Applied Settings*
  - iii. *Beyond Congress and the White House*
  - iv. *Archer Center Washington Internship*
- c. Appoint a Professor of Record for each class;
- d. Offer these courses each long semester and restrict enrollment to Archer Fellows;
- e. Sign a financial aid consortium agreement with UT Dallas, acknowledging the cost of the Archer Fellowship Program and adjusting financial aid awards for Archer Fellows accordingly;
- f. Collect the extension program fee from the Archer Fellows and forward the funds to UT Dallas;
- g. Post Archer Fellowship Program course grades to each student's academic record.

### 2. Host institution agrees to:

- a. Appoint an Archer Coordinator to coordinate the Archer Fellowship Program pursuant to the Board of Regents' "Visiting U. T. System Students Program" rule (Regents' *Rules and Regulations*, Series 50701);
- b. Provide the Archer Fellowship Program courses on the UT Dallas approved course inventory and hire the faculty to teach the courses;
- c. Provide course titles and descriptions to each home institution for inclusion in the course catalog;
- d. Coordinate faculty hiring for Archer Fellowship Program courses;
- e. Charge and collect the extension program fee from the home institution. After deducting the Archer Fellowship Program administrative expenses and faculty salaries incurred by UT Dallas, the remaining funds will be forwarded to the Archer Center;
- f. Sign a financial aid consortium agreement with each home institution, and provide the home institution's financial aid office with the estimated cost of participating in the Archer Fellowship Program for each Archer Fellow;
- g. Provide student grades to each home institution's Archer Coordinator before the home institutions' reporting deadlines;
- h. Provide course evaluations for Archer Fellowship Program courses and report results annually to the Archer Board.

3. The Archer Center agrees to:

- a. Set the extension program fee associated with participation in the Archer Fellowship Program;
- b. Set the Archer Fellowship Program admissions requirements and communicate with the Archer Coordinators to ensure that these requirements and the program costs are clearly communicated to interested students on each UT campus;
- c. Provide housing subsidies to Archer Fellows whose home institution's tuition and fees for 12 semester credit hours are less than the extension program fee charged for Archer Fellowship Program participation;
- d. Work with Archer Fellows to facilitate internships in Washington D.C.;
- e. Communicate regularly with the UT institution Archer Coordinators and UT Dallas on issues related to program participation and program participants;
- f. Provide annual financial reports to UT System Office of Academic Affairs, including operating budget and communicate regularly with UT System Office of Academic Affairs regarding significant program operations.

**Duration**

This agreement shall remain in full force and effect for the 2007-2008 academic year, and is renewable annually thereafter

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President: The University of Texas System [Academic Institution]

\_\_\_\_\_  
Date

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President: The University of Texas at Dallas

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director: Archer Center

\_\_\_\_\_  
Date