

Iowa Western Community College College Early Start

Concurrent Enrollment Courses

Educational Service Agreement

This is an Educational Service Agreement between Iowa Western Community College (IWCC) and Clarinda Community School District.

I. Purpose

The purpose of this agreement is to establish an IWCC College Early Start Program for concurrent enrollment in cooperation with the School District.

II. Description

A. IWCC agrees to provide the college curriculum offered through the College Early Start Program. The concurrent students will receive IWCC college credits upon successful completion of the course.

B. The College Early Start Program/Course will be established and coordinated between IWCC and the School District.

C. The School District will include as an appendix to this agreement a list of IWCC courses approved by the School District Board of Directors for offer.

III. Program Administration

The School District and IWCC will jointly administer the program for the duration of this contract. The School District and IWCC will jointly ensure that courses match the quality of courses offered on the IWCC campus, are appropriate in class size, and follow State of Iowa Senior Year Plus, NACEP, and IWCC guidelines. The following scenarios describe how the School District and IWCC are individually responsible:

A. When course is offered at IWCC site, taught by IWCC instructor, IWCC will be responsible for:

1. Curriculum and instruction
2. Submission of student progress reports and grades
3. Submission of course assessment data
4. Ordering equipment and supplies
5. Ordering tool kits and issuing rental tool kits to students if applicable to the program (See Table 3)
6. Student course evaluations
7. Instructional calendar
8. Providing space for instruction
9. Facilities and custodial services
10. Course syllabi
11. Awarding credits to program participants
12. Compliance with national, state, and local standards for student safety, facilities, and equipment
13. Providing students career planning opportunities

B. When course is offered at IWCC site, taught by School District instructor, School District will be responsible for:

1. Lesson planning and instruction in accordance with IWCC standards
2. Furnishing students with approved textbooks
3. Submission of student progress reports and grades
4. Submission of course assessment data
5. Ordering equipment and supplies, including tools for students
6. Instructional calendar
7. Course syllabi in accordance with IWCC standards
8. Compliance with national, state, and local standards for student safety, facilities, and equipment
9. Providing students career planning opportunities, and

IWCC will be responsible for:

1. Providing space for instruction
2. Facilities and custodial services
3. Approving School District instructors
4. Providing course syllabi
5. Student course evaluations
6. Sharing curriculum and monitoring programming
7. Awarding credits to program participants
8. Providing School District instructor site visit every three years.
9. Providing professional development to School District instructor

C. When course is offered at School District site, taught by IWCC instructor, School District will be responsible for:

1. Furnishing students with approved textbooks
2. Ordering equipment and supplies, including tools for students
3. Instructional calendar
4. Providing space for instruction
5. Facilities and custodial services
6. Compliance with national, state, and local standards for student safety, facilities, and equipment, and

IWCC will be responsible for:

1. Curriculum and instruction
2. Submission of student progress reports and grades
3. Submission of course assessment data
4. Student course evaluations
5. Course syllabi
6. Awarding credits to program participants
7. Providing students career planning opportunities

D. When course is offered at School District site, taught by School District instructor, School District will be responsible for:

1. Lesson planning and instruction that adheres to IWCC curriculum and standards

2. Furnishing students with approved textbooks
3. Submission of student progress reports and grades
4. Submission of course assessment data
5. Ordering equipment and supplies, including tools for students
6. Instructional calendar
7. Course syllabi in accordance with IWCC standards
8. Compliance with national, state, and local standards for student safety, facilities, and equipment
9. Providing students career planning opportunities, and

IWCC will be responsible for:

1. Approving School District instructors
 2. Providing sample course syllabi
 3. Student course evaluations
 4. Sharing curriculum and monitoring programming
 5. Awarding credits to program participants
 6. Providing School District instructor site visit every three years.
 7. Providing professional development to School District instructor
- E. When course is offered Online, taught by IWCC instructor, IWCC will be responsible for:
1. Curriculum and instruction
 2. Submission of student progress reports and grades
 3. Submission of course assessment data
 4. Student course evaluations
 5. Instructional calendar
 6. Course syllabi
 7. Awarding credits to program participants
 8. Providing students career planning opportunities
- F. Career Academy Programs
1. Academy classes will follow the IWCC academic calendar.
 - a) First semester classes begin on August 18, 2025, and end on December 12, 2025.
 - b) Second semester classes begin on January 12, 2026, and end on May 15, 2026.
 - c) The cancellation of Academy classes due to weather or extenuating circumstances will be based upon decisions made by IWCC.
- G. Additional Terms
- It is further mutually agreed upon that:
1. IWCC reserves the right to cancel any class for insufficient enrollment of fewer than 8 students. If the school district(s) chooses to run a class with fewer than 8 students, the school district(s) will be charged tuition for 8 students. If there are more than one school district, the school districts will mutually agree on the break-out of the tuition for the 8 students.

2. School District accepts IWCC grading practices, and all instructors agree to follow IWCC grading standards.
3. Upon termination of the foregoing program, any student materials provided by the School District shall remain the property of the School District, and any property provided by IWCC shall remain the property of IWCC.
4. The School District agrees to provide liability insurance with respect to conduct of the educational program described above. The School District agrees to have IWCC named as an additional insured body when determined necessary pursuant to the aforesaid liability policy.
5. The School District will utilize the textbook selected by IWCC for each course. Any textbook substitution must be approved by IWCC's Academic Dean over the course and the Vice President of Academic Affairs.
6. College Early Start students will have access to IWCC student services.
7. Each party will comply with provisions of the Carl Perkins Vocational Education Act and Senior Year Plus, State of Iowa, NACEP, and IWCC guidelines.
8. Each party will follow all state and federal statutes regarding nondiscrimination on the basis of race, marital status, color, national origin, ancestry, sex, sexual orientation, gender identity, age, handicap, religion, or economic status.
9. Each party will designate in writing to the other party a person to coordinate all matters in connection with respect to the College Early Start Program offered at the School District.
10. The terms of this agreement apply to fall and spring IWCC terms.

IV. Program Admission

- A. The School District will identify and provide guidance and counseling for potential students interested in the program offered at each location. The School District agrees to make a good faith effort in recruiting students that have a high probability of successfully completing the courses and meet Senior Year Plus, State of Iowa, NACEP, and IWCC guidelines.
- B. The School District is responsible for ensuring that students participating in the College Early Start Program meet the academic requirements of both the School District and IWCC. Student eligibility may be demonstrated by one of the following three options: 1) Student scores on the Iowa Statewide Assessment of Student Progress (ISASP), 2) Measures of college

readiness jointly agreed upon by the School District Board and IWCC, or 3) Alternative but equivalent qualifying measures if established by the School District Board.

C. The School District will adhere to established course sequences and recommend high school courses which meet or exceed the minimum academic and technical proficiencies.

Additional information is provided by IWCC in course sequence program guides, the College Catalog, and program informational and recruitment flyers.

II. Indemnity

To the extent permitted by Iowa law, IWCC and the School District will each indemnify and hold the other harmless from any and all claims, causes of action, attorney fees, costs, or other expenditures occasioned by the undertakings assumed by each, respectively, in this instrument.

III. Financial Requirements

A. Where School District is listed under Program Administration as responsible, School District will be responsible for tool and equipment costs.

B. For courses taught at an IWCC site by an IWCC instructor, or online by an IWCC instructor, School District will pay to IWCC an \$85 textbook fee per student for each course enrolled. School District will cover the full cost of textbooks that they provide to students at a School District site or when the course is taught by a School District instructor. If School District prefers to source the textbook through BibliU, the cost will be \$85 per student per course.

C. School District agrees to pay the assigned tuition percentage for each scenario listed in Table 1.

Scenario	% Tuition Paid by School District	Course Fees Paid by School District?	Tools	Cost of Textbooks Paid by School District
IWCC site, IWCC instructor	90	Yes	Provided by IWCC; School District pays rental fee for applicable programs (see Table 3)	\$85 per student per course
IWCC site, School District instructor	75	No; School District supplies consumables	Provided by School District	Provided by School District or \$85 per student per course for BibliU
School District site, IWCC instructor	75	No; School District supplies consumables	Provided by School District	Provided by School District or \$85 per student per course for BibliU

School District Site, School District instructor	50	No	Provided by School District	Provided by School District or \$85 per student per course
Online, IWCC instructor	80	Yes	NA	\$85 per student per course

Table 1

D. School District is responsible for any applicable course fees (See Table 2) for courses taught at IWCC site by IWCC instructor and online by IWCC instructor.

Course	Course Fee Description	Course Fee
ART-120	Art Supplies	\$25.00
ART-123	Art Supplies	\$25.00
ART-125	Adobe Software License	\$80.00
ART-126	Adobe Software License	\$80.00
ART-133	Art Supplies	\$25.00
ART-134	Art Supplies	\$25.00
ART-143	Art Supplies	\$60.00
ART-151	Art Supplies	\$15.00
ART-184	Photography Printing Consumables	\$15.00
ART-196	Art Supplies	\$50.00
ATR-113	Roboguide Software License	\$100.00
AUT-116	Automotive Lab Consumables	\$100.00
AUT-220	Automotive Lab Consumables	\$100.00
AUT-249	Automotive Lab Consumables	\$100.00
AUT-421	Automotive Lab Consumables	\$100.00
AUT-521	Automotive Lab Consumables	\$100.00
BIO-105	Consumables, Lab Supplies, and Specimens	\$15.00
BIO-112	Dissection Materials	\$20.00
BIO-113	Dissection Materials and Specimens	\$20.00
BIO-157	Lab Supplies and Dissection Materials	\$20.00
BIO-168	Lab Supplies and Dissection Materials	\$30.00
BIO-173	Lab Supplies and Dissection Materials	\$30.00
BIO-186	Lab Supplies and Specimens	\$30.00
CAD-290	Electromechanical Lab Consumables	\$10.00
CHM-122	Lab Supplies and Chemicals	\$25.00
CHM-132	Lab Supplies and Chemicals	\$25.00
CHM-166	Lab Supplies and Chemicals	\$25.00
CHM-176	Lab Supplies and Chemicals	\$25.00
CHM-263	Lab Supplies and Chemicals	\$40.00
CHM-273	Lab Supplies and Chemicals	\$40.00
CON-170	Construction Lab Consumables	\$75.00
CON-171	Construction Lab Consumables	\$75.00

CON-266	OSHA 30-Hour Card	\$30.00
CON-440	Construction Lab Consumables	\$50.00
DRA-162	Stage Supplies	\$35.00
DSL-846	Diesel Lab Consumables	\$100.00
DSL-856	Diesel Lab Consumables	\$100.00
DSL-863	Diesel Lab Consumables	\$100.00
DSL-876	Diesel Lab Consumables	\$100.00
DSL-886	Diesel Lab Consumables	\$100.00
ECE-153	Criminal Background Check	\$45.00
EDU-219	Fingerprinting and Background Check	\$45.00
ELE-179	Electrical Lab Consumables	\$75.00
ELE-207	Electrical Lab Consumables	\$75.00
ELE-326	Electrical Lab Consumables	\$75.00
ELT-196	Electronics Lab Consumables	\$20.00
ELT-215	Electronics Lab Consumables	\$20.00
ELT-251	Electronics Lab Consumables	\$20.00
ELT-252	Electronics Lab Consumables	\$20.00
ELT-313	Electronics Lab Consumables	\$20.00
ELT-316	Electronics Lab Consumables	\$20.00
ELT-321	Electronics Lab Consumables	\$20.00
ELT-323	Electronics Lab Consumables	\$30.00
ELT-425	Electronics Lab Consumables	\$10.00
ELT-448	Electronics Lab Consumables	\$20.00
ELT-460	Electronics Lab Consumables	\$30.00
ELT-523	Electronics Lab Consumables	\$20.00
ENV-111	Field Trip Expenses	\$21.00
GRA-104	Adobe Software License	\$80.00
HCM 191	Lab Consumables: Food and Ingredients	\$50.00
HCM 192	Lab Consumables: Food and Ingredients	\$50.00
HCM 247	Lab Consumables: Food and Ingredients	\$25.00
HCM 249	Lab Consumables: Food and Ingredients	\$25.00
HCM 322	Lab Consumables: Food and Ingredients	\$25.00
HCM 323	Lab Consumables: Food and Ingredients	\$25.00
HCR-201	HVAC Lab Consumables	\$75.00
HCR-301	HVAC Lab Consumables	\$75.00
HSC-172	Background Check	\$40.00
IND-109	OSHA 10-Hour Card and PPE	\$61.00
IND-219	Electromechanical Lab Consumables	\$20.00
MAT-114 (F2F sections only)	Math Kits	\$46.00
MMS-204	Adobe Software License	\$80.00
MMS-311	Adobe Software License	\$80.00
MMS-315	Adobe Software License	\$80.00
MMS-338	Adobe Software License	\$80.00
MMS-306	Adobe Software License	\$80.00
MMS-308	Adobe Software License	\$80.00
MMS-309	Adobe Software License	\$80.00

MMS-297	Adobe Software License	\$80.00
MMS-301	Adobe Software License	\$80.00
PLU-178	Plumbing Lab Consumables	\$50.00
PLU-188	Plumbing Lab Consumables	\$50.00
WEL-103	Welding Lab Consumables	\$50.00
WEL-149	Welding Lab Consumables	\$75.00
WEL-192	Welding Lab Consumables	\$75.00
WEL-208	Welding Lab Consumables	\$50.00
WEL-240	Welding Lab Consumables	\$75.00
WEL-256	Welding Lab Consumables	\$75.00
WEL-303	Welding Lab Consumables	\$75.00

Table 2

E. School District accepts responsibility for the full cost of tuition for students who drop courses after the designated drop deadline as established each semester.

F. When the following programs are offered at IWCC site, taught by IWCC instructor, School District accepts responsibility for 5% of total tool kit costs per student per semester:

Program	5% Tool Cost per Student per Semester
Automotive Technology	\$199.85
Diesel Technology	\$238.65
Welding	\$24.50
Construction Technology	\$14.27
Electrical	\$23.54
HVAC	\$53.54
Plumbing	\$15.29

Table 3

G. School District accepts responsibility for the full cost of damaged, lost, or stolen tools that are issued as rentals to students in applicable programs (See Table 3). School District will be invoiced at the end of each semester.

IV. Duration

This agreement is effective starting July 1, 2025 and will automatically renew each year unless notification of intent to terminate is given by either party no later than February 15 of the following year.

V. Execution

This agreement becomes effective only after all parties have signed, whether on the same or separate pages of this agreement.

Board President

Date

Iowa Western Community College

School District Representative

Date

_____ Community School District