Reach Cyber Charter School
750 East Park Drive
Suite 204
Harrisburg, PA 17111
(717) 704-8437
reachcyber.org

Memorandum Of Understanding

This Memorandum of Understanding (hereinafter referred to as the "Agreement") is entered into on 4/17/2025 (**date**), by Reach Cyber Charter School and between Magic Hour Creative, with an address of 1917 Brownsville Road Pittsburgh, PA 15210, and Reach Cyber Charter School, with an address of 750 East Park Drive, Suite 204, Harrisburg, PA 17111 (collectively referred to as the "Parties").

ORGANIZATION BACKGROUND:

- Founded in 2025, Magic Hour Creative is non-profit centered around providing media arts education for k-12 age students, post-secondary students, and adults. Magic Hour uses project based learning to teach students various soft and hard skills, such as communication, creativity, and technical training. Magic Hour's goal is for students to gain skills, confidence, and real-world experience while creating projects they can be proud of and share.

PURPOSE & OVERVIEW - *If organizing a virtual experience, please include if you will be providing recordings*:

- All sessions will be recorded and provided to students at the end of session.

  Media Arts Career Mentoring Course: Students have the opportunity to learn about learn about core principles of media creation. Each week offers a new career path to explore in media arts, as well as opportunities to learn about the different soft and hard skills each media arts medium builds. Students will also learn a brief history of each medium, how it impacts modern society, and how it can and has affected change.

  Podcasting and Audio Engineering Professional Internship Program: Learn the fundamentals of podcasting, sound design, audio editing, and music production. Projects include podcasts, music tracks, and sound effects for media projects. In addition to developing key soft skills, like communication, public speaking, and creativity, this course will offer students numerous opportunities to sharpen hard skills such as software and hardware proficiency, mixing/mastering, and computer literacy. Students will also learn about careers in audio engineering, and how the field intersects in different career fields. Students will finish the course with at least two professional quality pieces for their portfolio.

  Graphic Design and Visual Communication Internship Program: Develop foundational design skills for both print and digital media, including but not limited to history of graphic design and print, visual branding, color theory, marketing basics, font and typography, and digital layout. In addition to developing key soft skills, like communication and creativity, this course will offer students numerous opportunities to sharpen hard skills such as: layout, design, typography, and software proficiency. Students will also learn about opportunities in graphic design, and how the field intersects in different career fields. Students will finish the course with at least two professional quality pieces for their portfolio.

DURATION:

- Career Mentoring classes are one hour per session, for 8 weeks.
  Professional internship courses are 45 total classroom hours with an additional 15 hours of outside of class work. 10 weeks. Three 90-minute classes per week.

COST (if applicable) *Please include minimum & maximum number of students who can participate*:

- Media Arts Career Mentoring Course: $480 for 8 sessions. 15 student maximum, 4 student minimum
  Podcasting and Audio Engineering Professional Internship Program: $500 per student, 10 student maximum, 3 student minimum.
  Graphic Design and Visual Communication Internship Program: $500 per student, 10 student maximum, 3 student minimum

TECHNOLOGY NEEDED (if applicable) - *Please list items below including any software needed*:

- No additional tech needed for career mentorship program. See attachment for Internships.

MATERIALS/SUPPLIES/KITS for students (if applicable) - *Please list items and cost with estimated shipping:*

- No materials needed for career mentorship program. See attachment for Internships.

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RESPONSIBILITIES OF THE PARTIES:

1. **Partners/Supervisors:**
    a. Serve as a resource for the student by sharing insight and providing encouragement and guidance about the workplace, work ethics, careers, and educational requirements
    b. Provide a learning environment for students with time to ask questions and give feedback
    c. Communicate regularly with Career Experience team and maintain confidentiality
    d. Provide regular scheduled meeting time(s) and opportunities for students to ask questions
    e. Provide attendance when applicable
    f. For Internships:
        i. Assist students to complete Learning Plan Contract and sign
        ii. Determine learning objectives with students based on the job duties and skills required per semester for Learning Plan Contract
        iii. Sign off on hours that students complete in the internship to meet a minimum requirement of 60 hours and/or 6 weeks per semester
        iv. Set up regular scheduled meeting times with students to discuss progress of learning objectives
2. **Students:**
    a. Listen and observe supervisor and other employees in the workplace.
    b. Stay engaged and ask appropriate questions.
    c. Complete assigned documentation.
    d. Participate in full length of experience and track hours as appropriate.
        i. Internship: Minimum of 60 hours and/or 6 weeks
        ii. Career Mentorship: Minimum of 6 hours
        iii. Job Shadowing: 3 hours per job shadow
    e. Be on time and present for all required meetings and hours assigned.
    f. If participating in a virtual experience, have camera on, unless otherwise discussed with coordinator.
    g. Communicate with supervisor and coordinator if anything will prevent you from attending this experience.
    h. Complete Reflection Quiz in Canvas My Field Experience course for school credit.

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GOVERNING LAW (if applicable)

- This Agreement shall be governed by and construed in accordance with the laws of Pennsylvania.

ALTERNATIVE DISPUTE RESOLUTION

- Any dispute or difference whatsoever arising out of or in connection with this Agreement shall be submitted to _____ (Arbitration/mediation/negotiation) (**select one**) in accordance with, and subject to the laws of Pennsylvania.

AMENDMENTS

- The Parties agree that any amendments made to this Agreement must be in writing and signed by both Parties.
- As such, any amendments made by the Parties will be applied to this Agreement.

ASSIGNMENT

- The Parties hereby agree not to assign any of the responsibilities in this Agreement to a third party unless consented to by both Parties in writing.

ENTIRE AGREEMENT

- This Agreement contains the entire agreement and understanding among the Parties hereto with respect to the subject matter hereof, and supersedes all prior agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof.

REPRESENTATION AND WARRANTIES

- The Parties agree and disclose that they are authorized fully for entering this Agreement. Both Parties' performances and obligations are not to violate the rights of any third party or else violate other, if any, agreements made between them and/or any other organization, person, business or law/governmental regulation.

LIMITATION OF LIABILITY

- Under no circumstances will either party be liable for any indirect, special, consequential, or punitive damages (including lost profits) arising out of or relating to this Agreement or the transactions it contemplates (whether for breach of contract, tort, negligence, or other form of action) in case such is not related to the direct result of one Party's negligence or breach.

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SEVERABILITY

- In an event where any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, then the remaining provisions will remain to be enforced in accordance with the Parties' intention.

SIGNATURE AND DATE

- The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated throughout by their signatures below:

Reach Cyber Charter School
750 East Park Dr., Ste 204
Harrisburg, PA 17111
Phone: 866-732-2416

Name: JD Smith, Director of Careers & Belonging

Signature: _____

Date: _____

Business: Magic Hour Creative, 1917 Brownsville Road Pittsburgh, PA 15210

Name: _____
Email: _____
Phone Number: _____
Signature: _____
Date: _____

4/17/2025