



2016—2017

VERMONT VICTIM ASSISTANCE ACADEMY

PARTICIPANT

MEMORANDUM OF UNDERSTANDING

With application to the Vermont Victim Assistance Academy, participants are invited to agree to the following *Participant Memorandum of Understanding*. This document outlines what the VVAA staff, Core Trainers and Presenters expect from participants during their learning experience. If – after careful reading – you agree to the roles and expectations described herein, please sign in the space provided below.

Staff from the Vermont Center for Crime Victim Services, VVAA Core Trainers and VVAA Presenters agree to provide the following:

- A high quality learning event that will contribute to your knowledge, skills and awareness about the rights and experiences of victims and survivors of crime in Vermont;
- A comfortable and accessible learning environment;
- Adherence to the agenda and time frames;
- Respectful communication;
- Responsiveness to diverse learning needs and styles;
- Provision of reasonable accommodations as requested;
- Morning coffee and lunch each day;
- Opportunities to network and collaborate with participants and presenters from a variety of disciplines supporting service to victims and survivors;
- Time and space for participants to give regular feedback to VVAA staff, Core Trainers and Presenters;
- Various opportunities to apply and evaluate your own learning.

As a participant of the VVAA, we invite you to agree to the following:

- Attendance at all eight days of the VVAA and engagement in the learning opportunities for the full length of the agenda each day.
 - We understand that there may be some unexpected circumstance that might require that a participant be drawn away from the training, and in this circumstances we will work with the participant by offering make-up options. If a participant misses a significant amount of course time and content, this will impact the degree to which a participant can earn CEU's, national credentials or Vermont State College course credits.

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- Completion of all assignments before and after each of the four sessions of up to 20 total additional hours beyond the in-person training.
- Responsibility for all travel and overnight accommodations as needed – allowing for arrival and departures according to the agendas for each training day.
- Responsibility for one's own learning
 - This may include but is not limited to identifying learning style preferences, engaging in discussions, synthesizing new and prior knowledge, asking clarifying questions and taking the time needed to process the material and complete the assignments.
- Use of respectful communication with VVAA staff, Core Trainers, Presenters and other participants, especially when there is a disagreement or a difference of opinion, perspective or experience.
- Sharing personal experiences as examples of specific content when appropriate, without making the discussion solely about that specific experience.
 - We acknowledge that some of us have experienced victimization directly, and that as helping professionals many of us may have experienced vicarious trauma to some degree. While sharing our stories can be helpful, illustrative and powerful; it is by no means a requirement for participation in the VVAA.
- Solicitation of support from your direct supervisor, professor or community ally for your participation in the VVAA.
 - Ideally, this learning event includes an opportunity for you to take back ideas and practices that support your organization or community in becoming more victim centered in its practices and policies.
- Active networking with VVAA staff, Core Trainers, Presenters and other participants to seek out collaborative relationships, information about services and points of connection within victim services.
- Completion of a Learning Needs Assessment and Evaluation surveys.
 - Each of these information-gathering techniques assist the VVAA in creating and maintaining a strong and effective learning opportunity for participants, VVAA staff, Core Trainers and Presenters.

As a participant in the 2016 – 2017 Vermont Victim Assistance Academy, I understand and agree to the roles and commitments outlined above in this *participant memorandum of understanding*.

Participant Signature

Date

Printed Name: _____



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