



Institution of Higher Education (IHE) Member License

This EarlyEdU Alliance Membership Agreement ("Agreement") is by and between the University of Washington, a public institution of higher education ("UW"), and the undersigned Institution of Higher Education ("IHE") Member of the EarlyEdU Alliance ("IHE Member"). The Agreement is entered into as of the last date upon which this Agreement is fully executed ("Effective Date").

Background:

The EarlyEdU Alliance ("EarlyEdU") is a diverse community of higher education, government, non-profit, and philanthropic stakeholders dedicated to strengthening the US early care and educational workforce by working together to increase access to affordable bachelor's degrees, and by offering relevant coursework and effective college instruction to improve teaching interactions and practices for early care and education professionals. These include EarlyEdU courses, technology, and instructional resources, ("Works"), along with EarlyEdU's Communities of Practice and its Annual Institute ("Services"), ("Works and Services" as defined further in Schedule A.)

The Works were developed under a grant to the University of Washington by the U.S. Department of Health and Human Services Administration for Children and Families (90HC0002/04), are protected by copyright and trademark laws and international treaties, and are licensed by UW on the terms and conditions set forth herein.

1. Definitions

"Authorized User" means current employees of the IHE Member who meet the following qualifications: they are working for the IHE Member; they are teaching courses for the IHE Member's non-commercial benefit; and they have been notified of the terms and conditions of the Agreement.

"EarlyEdU Contact" means the email contact at: info@earlyedualliance.org

"Feedback" means information in written or verbal form provided by IHE Member to the designated UW EarlyEdU Contact on use of the Works by IHE Member. Feedback includes, but is not limited to:

- Demographic information about Students enrolled in any EarlyEdU course or in IHE-developed courses using EarlyEdU Coaching Companion.
- Information about how course materials have been used in adherence to the conditions in section 2 of this Agreement.
- Information about how Works have been used in professional development activities and/or in public presentations.

"Students" means persons enrolled in credit-bearing courses offered by the IHE Member.

"Works and Services" means the copyright Works and Services described in Schedule A.

2. Grant and Conditions of IHE Membership

- 2.1 Provided the IHE and Authorized Users conform to the terms and conditions of this Agreement, UW hereby grants, and IHE Member accepts:
- A. A limited, no-fee, non-transferable, non-exclusive license to access, display, and perform the Works and print and distribute digital access and printed output from the Works, provided such access and printouts are primarily for IHE Member's use by its Authorized Users and Students. Any other use, including all commercial use, requires prior written permission of UW;
 - B. A license to access and participate in Services including use of the EarlyEdU Coaching Companion Service for use by Authorized Users and Students.
- 2.2 IHE Member gains no ownership in the Works and Services, and will retain in the Works and Services the copyright, trademark, or other notices pertaining to the Works and Services as provided by UW.
- 2.3 IHE Member does not have a right to distribute, publish, or otherwise transfer or allow to be transferred the copies of the Works, in whole or in part, for commercial use without prior written permission of UW.
- 2.4 IHE Member will neither provide third parties access to the Works and Services, nor allow third parties to use the Works and Services. IHE Member's Students using the Works as a part of their normal matriculation are not considered third parties.
- 2.5 During the membership year, IHE Member agrees to:
- A. Inform all Authorized Users using Works of the terms and conditions of this agreement.
 - B. Use most of an EarlyEdU course and/or use the EarlyEdU Coaching Companion with an IHE Member course.
 - C. Use EarlyEdU content and materials for the sole purpose of teaching courses that conform to the following guidelines:
 1. Instructors will be expected to provide specific feedback and rationale for the course elements used/not used, the context in which they are used, and confirm how they align with the effectiveness or competency based nature of the course.
 2. Courses are expected to have competency based assignments where students make videos of themselves demonstrating specific teaching practices with children and families.
 3. IHE Member is expected to use video annotation tools and may use the EarlyEdU Coaching Companion, other video annotation tools, or its own learning management system.
 4. Courses are expected to include small group communities of reflection and practice, to develop student capacity to provide feedback and to build professional connections. Instructors provide regular, frequent, and high quality feedback to students on implementation of specific teaching practices as specified in course assignments and support students' providing feedback to one another.
 - D. Accept its sole responsibility for obtaining any permissions, releases, institutional or regulatory agreements required to have its Authorized Users and Students use the Works and Services.

- E. Accept its sole responsibility for obtaining any permissions, releases, institutional or regulatory agreements required to have its Authorized Users and Students use the Works and Services. IHE is solely responsible for providing Authorized Users with information on the IHE's Student privacy policy and records retention policies and, as needed, conditions contained in the Family Educational Rights and Privacy Act and regulations ("FERPA") including obtaining required FERPA-related releases and forms and Subscriber-policies related to gathering and storing FERPA-related forms.
- F. Require IHE Member faculty teaching an EarlyEdU course to complete an EarlyEdU Fundamentals course.
- G. Provide the EarlyEdU Alliance with feedback in a timely manner.
- H. Agrees that UW EarlyEdU Alliance, at its sole discretion, is permitted to use IHE Member's Feedback at no charge or royalty in making changes to the Works.

3. IHE Membership Benefits

- 3.1 During the membership year, IHE Member will receive the following Works and Services as are further detailed in Schedule A:
 - A. In-person and online course materials for courses to be taught during the membership year
 - B. Access to EarlyEdU Coaching Companion
 - C. Technology support for the EarlyEdU Coaching Companion
 - D. Access to media and other resources on the Alliance members website
 - E. Opportunity to participate in a national community of practice
 - F. For faculty teaching EarlyEdU courses: attendance, with complimentary lodging and hosted meals, at the EarlyEdU Annual Institute. Note: the IHE Member is responsible for personal travel expenses to attend the Institute. The time and location are to be determined.

4. UW Modification and Trademarks

- 4.1 UW reserves the right to modify or make improvements in the Works at any time without notice. UW shall endeavor to correct defects as identified by UW relating to the Works' operation.
- 4.2 This Agreement does not grant permission to use the trade names, identifiers, trademarks, service marks, or product names of the UW or EarlyEdU Alliance, except as required for reasonable and customary use in describing the origin of the Works and Services. The IHE Member may use the EarlyEdU and EarlyEdU Alliance logos in accordance with guidance provided in Schedule C. The IHE Member shall not use the name "University of Washington," its logo, marks, or any abbreviation thereof to without prior written approval from UW except as otherwise expressly provided in this Agreement.

5. Term and Termination

- 5.1 Access to the Works and Services is as of the Effective Date and ends on December 31, 2020 ("Term") and may be renewed by the Parties for additional Terms.

- 5.2 Either Party may terminate this Agreement at any time upon written notice to the other Party. The provisions under which this Agreement may be terminated will be in addition to any and all other legal remedies which either party may have for the enforcement of any and all terms hereof, and do not in any way limit any other legal remedy such party may have.
- 5.3 Termination of this Agreement will terminate all rights and licenses granted IHE Member relating to the Works and Services.

6. Warranties and Disclaimers

- 6.1 The Works and Services are intended for educators and professionals involved in early education (“Audience”). The IHE Member is responsible for ensuring the use of the Works and Services is appropriate.
- 6.2 IHE Member acknowledges that the Works and Services are for informational and educational purposes only and are not a substitute for IHE Member’s professional judgment. IHE MEMBER’S RELIANCE UPON THE WORKS AND SERVICES IS SOLELY AT IHE MEMBER’S OWN RISK AND IF IHE MEMBER USES THE WORKS AND SERVICES IN THE TRAINING OF OTHERS, IHE MEMBER ASSUMES THE RESPONSIBILITY AND THE RISK FOR EVERYONE TO WHOM IHE MEMBER GIVES ACCESS, OR FOR WHOM IHE MEMBER DISPLAYS OR PERFORMS THE WORKS AND SERVICES.
- 6.3 The Works and Services are an academic research tool that are experimental in nature and are supplied “AS IS”, without obligation by the UW to provide accompanying services or support. The entire risk as to the quality and performance of the Works and Services is with IHE Member.
- 6.4 UW EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, PERTAINING TO THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT OF WORKS AND SERVICES OR ANY OTHER MATERIALS OTHERWISE PROVIDED TO IHE MEMBER UNDER THIS AGREEMENT.

7. General

- 7.1 This Agreement shall be construed in accordance with, and its performance shall be governed by, the laws of the State of Washington. Any suit, action, or proceeding arising out of or relating to this Agreement shall be decided in King County, Washington, U.S.A. IHE Member accepts the venue and jurisdiction of the Federal District Court of Western Washington, Seattle, or the King County Superior Courts.
- 7.2 No omission or delay of either party hereto in requiring due and punctual fulfillment of the obligations of any other party hereto shall be deemed to constitute a waiver by such party of its rights to require such due and punctual fulfillment, or of any other of its remedies hereunder. Amendments to this Agreement must be in writing, reference this Agreement, and be signed by duly authorized representatives of UW and IHE Member. Headings are provided for convenience only.

- 7.3 If any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the parties will work together in good faith to amend the Agreement to retain the original intent of the of the invalid clause and the validity, legality and enforceability of the remaining provisions shall not be in any way affected or impaired thereby.
- 7.4 This Agreement and the rights and benefits conferred upon IHE Member hereunder may not be assigned or otherwise transferred by IHE Member without the prior written consent of UW. This Agreement may be assigned by UW.
- 7.5 Failure of UW to perform or delay in the performance of UW's obligations under this Agreement due to any cause or event not reasonably within UW's control, including but not limited to casualty, labor disputes, failure of equipment, compliance with government authority or Act of God, shall not constitute a breach of this Agreement, and UW's performance shall be excused during such delay.
- 7.6 This Agreement embodies the entire understanding of the parties and supersedes all previous communications, representations, or understandings, either oral or written, between the parties relating to the subject matter hereof.
- 7.7 This Agreement may be executed in one or more counterparts, or by facsimile or electronic signature.

UW and the IHE Member have caused this Agreement to be duly executed by their respective authorized representatives.

For University of Washington

IHE Member

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address: UW CoMotion
4545 Roosevelt Way NE, Suite 400
Seattle, WA 98105

Name of Organization: _____

Address: _____

Phone: 206-685-2278

Phone: _____

Email: license@uw.edu

Email: _____

PLEASE RETURN ALL PAGES OF THE LICENSE AGREEMENT TO LICENSE@UW.EDU.

**Schedule A
Works and Services**

| Works | Description | Available to | To be provided by IHE Member or Authorized Users |
|---------------|---|--|--|
| Courses | <p>For each course, complete set of materials, required to teach college-level course in person (syllabus, assignments, digital presentations, activities, and handouts), to be delivered as electronic files, or instance of online course in EarlyEdU Canvas LMS, or electronic course files to be uploaded to IHE Member's LMS, or components of an EEdU course that are used in Member's course</p> | Authorized Users teaching EarlyEdU course(s) during the membership period (access only to course(s) being taught, not to all EarlyEdU courses) | <p>Subscriber: Contact information for Authorized Users Authorized Users: Feedback on Courses; documentation of any changes made to course materials and how changes maintained fidelity to EarlyEdU guidelines</p> |
| Media Library | Videos of teaching practices in early learning settings; videos of scholars speaking about their research | Authorized Users | Feedback; information about how videos were used in teaching or other professional activities |

| Services | Description | Available To | To be provided by IHE Member or Authorized User |
|--|---|---|---|
| Annual Institute | Invitation to annual conference | Authorized Users who taught an EarlyEdU course during the membership period | Feedback |
| Community of Practice | Virtual meetings of faculty, held once or twice per month during academic year | Authorized Users | Feedback |
| Coaching Companion | Video sharing and coaching feedback web-hosted LMS for students and instructors to share videos of teaching practices; provide feedback to one another; and engage in dialogue about teaching practices | Authorized Users and Students at IHE Member in classes using Coaching Companion. All users will agree to the Coaching Companion Participation Terms prior to having password access to EarlyEdU Coaching Companion. | Feedback; acknowledgment of EarlyEdU guidelines for use of Coaching Companion |
| Coaching Companion Technical Support | Tech support for Authorized Users and their students between the hours of 9 am and 5 pm PT, Monday-Friday | Authorized Users and Students at IHE Member in classes using Coaching Companion | Feedback |
| Additional Technical Support and Customization | TBD Any added customization or additional technical support provided on a fee basis by UW EarlyEdU | TBD Must be authorized by the Subscriber and mutually agreed by in writing by Subscriber/Licensee and UW EarlyEdU | TBD |

Schedule B
Fees and Payment

B.1 Fees. Use of the Works is provided fee-free.

Schedule C Logo Use and Formatting Guidelines

These guidelines are provided to EarlyEdU Alliance Members to describe acceptable use of the names, EarlyEdU and EarlyEdU Alliance, and logos (“Brand Materials”).

Logo Use

- (1) The EarlyEdU and EarlyEdU Alliance logos may be appended only as follows for the purpose of indicating the EarlyEdU Alliance Member is a member of the EarlyEdU Alliance:

[Member Name or State]
In collaboration with
EarlyEdU
Alliance®

- (a) Adding the EarlyEdU Alliance Member’s state, name or abbreviated name, centered above the phrase: “In collaboration with” in a size not to exceed the width or height of the word: “EarlyEdU”;
 - (b) Adding the phrase: “In collaboration with” centered above the EarlyEdU logo, in the same size relative to the word: “EarlyEdU” as shown in the examples below;
 - (c) Adding the logo: “EarlyEdU Alliance” centered below the phrase: “In collaboration with” in a size not to exceed the width or height of the word: “EarlyEdU” and including the registered trademark symbol;
 - (d) Adding the approved text only in red, specifically:
C: 9M, 89Y, K1
R: 219, G: 65; B: 65
Hex: #DB413F
 - (e) Adding the approved text only in Gotham Bold font; and
 - (f) Using the logo in color only.
- (2) Do not edit or change the EarlyEdU or EarlyEdU Alliance logos except to scale them for placement.
- (3) Do not use the name “University of Washington,” its logo, marks, or any abbreviation thereof to without prior written approval from UW except as otherwise expressly provided in the Agreement.
- (4) When the EarlyEdU Alliance logo is used, the following text will be included:
EarlyEdU Alliance® is a registered trademark of the University of Washington. Used with permission. No sponsorship or endorsement by University of Washington is implied.

Advertising, Promotional Materials, Websites

Prior approval by EarlyEdU is required for any use of its logos on EarlyEdU Alliance Member’s websites, products, packaging, or manuals.

Education and Instruction Materials (e.g. EarlyEdU courses, books, guides, publications, and conferences)

The Brand Materials can be used for educational and instructional purposes to indicate the collaborative relationship between the EarlyEdU Alliance Member and the EarlyEdU Alliance.

Linking to EarlyEdU

Contact EarlyEdU at info@earlyedualliance.org for permission to use the EarlyEdU or EarlyEdU Alliance logo to link to the EarlyEdU site.

Merchandise

Do not use Brand Materials on merchandise without permission from UW.

Questions and Approval

For approval of proposed logo use, contact EarlyEdU at info@earlyedualliance.org . Please send a mockup of your intended use so we can be specific in our response. Please allow a minimum of 14 days for response on brand/logo use requests.

Examples of Acceptable Use

