



## MSU Learning Community (LC) Guidelines

1. Facilitators convene at least eight meetings across the academic year (September to April). Most communities meet monthly although other patterns are acceptable. Additional meetings are encouraged. Meetings may be held physically or digitally, at the facilitator's discretion.
2. Facilitators collect names and contact information for active members. They also record attendance for each meeting or special event. The link for attendance logs will be relayed in September.
3. Facilitators recruit membership, coordinate communication amongst members, arrange meeting times, and determine locations.
4. Facilitators liaise with AAN administrators on behalf of their community.
5. Communities make intellectual contribution(s) within or beyond MSU. Contributions are made through conventional academic formats like paper publications and conference presentations. Contributions are also made through less conventional though comparably substantive formats (podcasts, community outreach, online educational resources, etc.), pending approval.
6. Facilitators are responsible for collecting any pertinent citations from their community's work in APA format; citations should be submitted to the AAN by June 2022.
7. Communities receive up to \$500.00 of funding from the AAN. These funds can be combined with support from other sources. Funds can only be used for: 1) event catering or promotion; 2) text procurement or production; and 3) MSU student research services.
8. Facilitators must be responsible for coordinating purchases and receipts. Receipts must be provided in order to process reimbursements. Please contact Beth Leete (leeteb@msu.edu) for questions pertaining to funds and accounting.
9. Facilitators will receive formal letters recognizing their service. Copies will also be sent to respective chairs or deans.