MSU Learning Community (LC) Guidelines

1. Co-facilitators must convene at least one face-to-face meeting each month across the academic year (September to April). Additional meetings are encouraged.

2. Co-facilitators will collect names and contact information for active members. They should also record attendance at community events on a monthly basis.
   Participation log can be accessed via the link below:

3. Co-facilitators will coordinate communication amongst membership, arrange meeting times, and determine locations.

4. Co-facilitators will liaise with AAN administrators on behalf of their community.

5. Communities will make an intellectual contribution within or beyond MSU.
   Contributions may be made through conventional academic formats like paper publications or conference presentations. Contributions can also be made through less conventional formats (podcasts, community outreach, online educational resources, etc.).

6. Co-facilitators are responsible for collecting any pertinent citations from their community’s contributions in APA format; citations should be submitted to the AAN by June 2020.

7. Communities may receive up to $500.00 of funding from the AAN. These funds can be combined with support from other sources.

8. One co-facilitator 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. Co-facilitators will receive formal letters recognizing their service. Copies will also be sent to respective chairs or deans.

10. Contact Michael Lockett (mlockett@msu.edu) for additional information