

Student and Community Partner Expectations Agreement

This resource will assist students and community partners participating in a Community Engaged Learning (CEL) experience to mutually agree on terms of their engagement. This document intends to guide students and community partners through the process of planning a project to ensure that all outcomes are achieved and deliverables are clarified and agreed upon. It is also intended to help students and community partners agree on the methods they will use to communicate with each other to guarantee successful completion of the CEL project. This document will be provided to the faculty member for the course so that they will be aware of the project details agreed upon between students and community partner and for assessment purposes.

<i>Step 1 – Defining the Players</i>		
Community Engaged Learning Course Name		
Faculty Member Name		
Community Partner Organization		
Community Partner Supervisor(s)		
Community Partner Supervisor(s) Contact Information	Address: Email Address: Phone Number:	
Names and Email Addresses of Western Students	Name	Email Address
Designated/Elected Student Liaison		
Community Engaged Learning Coordinator Name and Contact (circle/highlight the one that applies)	Anne-Marie Fischer (519) 661-2111 x89084 afisch8@uwo.ca	Lisa Boyko (519) 661-2111 x81081 lboyko4@uwo.ca

Step 2 – Setting the Terms of Engagement

Location Where Student Work Will be Conducted	<input type="checkbox"/> At the community partner organization office <input type="checkbox"/> At Western University, or other off-site location <input type="checkbox"/> In the community (i.e., at events) <input type="checkbox"/> Other (please specify) _____
Methods for Communication	<input type="checkbox"/> In person-meetings <input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/> Online documents sharing (i.e. Google Docs, Dropbox)
In-Person Meetings (A below section [Step 5] ask partners to define meeting times in a communications plan)	Meetings will occur every ___ week(s) Meetings will take place at: _____ Meetings will be scheduled during the following days of the week and times: _____
In Order to Engage with the Community Partner Organization, Students Will Need to Fulfill the Following Requirements:	<input type="checkbox"/> Police Information Check (PIC) <input type="checkbox"/> Police Vulnerable Sector Check (PVSC) <input type="checkbox"/> Provide references to the organization <input type="checkbox"/> Provide a Resume or Curriculum Vitae to the organization <input type="checkbox"/> Attend an organization orientation <input type="checkbox"/> Sign a confidentiality agreement <input type="checkbox"/> Other (please specify) _____
Community Partner Orientation Date, Time and Location	

Step 3 – Defining the Project

<p>Project Description Describe the project in 1-2 sentences.</p> <p>(e.g., create a resource booklet that compiles all the meal programs offered in London, ON every week)</p>	
<p>Project Outcomes What outcomes for the community partner or community being served will students be contributing to?</p> <p>(e.g., people living in poverty will have a comprehensive resource that will allow them greater access to community resources)</p>	
<p>Deliverables What are the tangible items that will arise from this engagement?</p> <p>(e.g., resource booklet in PDF, web and print formats)</p>	
<p>Project Success What indicators will deem the engagement between the community and students a success for all involved? (e.g., students have shown up to all scheduled meetings, deliverables were produced with high quality, understanding of a particular issue is increased for community partner)</p>	

Step 4 – Planning for Success

Once the project description, goals, and deliverables have been outlined, it should be clear to the project team what they are setting out to do. The purpose of the project plan is to take the high-level “wants” of the project from Step 3 and break them down into manageable tasks.

The quickest route to an *unsuccessful* project is to ignore the planning step. Planning your project ahead of time will make sure the work stays on task, is delivered on time, and meets the goals you have identified.

Tasks refer to the individual components of the project that will contribute to the achievement of desired outcomes.

Person Responsible refers to the student who has committed to completing a particular task that will eventually fold into the larger project.

Deadline allows project tasks to be completed in a timely fashion so to allow other components of the project to move forward.

Task	Person Responsible	Deadline
i.e. students create storyboard for video	Sally Mustang John Doe	October 21, 20XX
i.e. students conduct interviews with community members	All students	November 3, 20XX

Step 5 – Monitoring the Work

Above, the students and community partner have agreed on the methods they will use to communicate with each other. The following table will allow students and the community partner to determine the frequency and methods of communication for the duration of the project.

Date/Frequency	Team Member	Method	Description
Specific date or weekly/biweekly	Who will be communicating	In person, email, phone, etc.	What will be communicated with project leader
October 26, 20XX	John Doe	In person	Present storyboard and discuss possible changes and next steps
Biweekly	All	Email	Send quick email to provide update on the status of assigned tasks

Other Project Notes

Other elements of the project that should be discussed include: special meetings or events that students would be required to attend, opportunities to extend elements of the project outside of the time frame of the students' engagement, community partner would like to include the CEL engagement in an upcoming news story, etc.

Other Project Notes
E.g., Project team members should attend our Fall all-staff meeting to introduce themselves and the project to the organization (September 18, 20XX)
1.
2.
3.
4.

Upon completing the *Student and Community Partner Expectations Agreement*, both the community partner and students will have a clear understanding of the expectations for the project and all parties during the CEL engagement. . If all parties agree on the terms discussed and provided in this agreement document, please indicate so by signing your name below:

Community Partner Supervisor _____ Print Name: _____

Students _____ Print Name: _____

_____ Print Name: _____

_____ Print Name: _____

_____ Print Name: _____

_____ Print Name: _____

_____ Print Name: _____

_____ Print Name: _____

Faculty Member _____ Print Name: _____