# Student and Community Partner Expectations Agreement

## Step 1 – Defining the Players

<table>
<thead>
<tr>
<th>Community Engaged Learning Course Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Member Name</td>
<td></td>
</tr>
<tr>
<td>Community Partner Organization</td>
<td></td>
</tr>
<tr>
<td>Community Partner Supervisor(s)</td>
<td></td>
</tr>
</tbody>
</table>

### Community Partner Supervisor(s) Contact Information

<table>
<thead>
<tr>
<th>Address:</th>
<th>Email Address:</th>
<th>Phone Number:</th>
</tr>
</thead>
</table>

### Names and Email Addresses of Western Students

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
</table>

| Designated/Elected Student Liaison |  |

## Step 2 – Setting the Terms of Engagement

### Location Where Student Work Will be Conducted

- [ ] At the community partner organization office
- [ ] At Western University, or other off-site location
- [ ] In the community (i.e., at events)
- [ ] Online Only
- [ ] Other (please specify) ________________________________

### Methods for Communication

- [ ] In person-meetings
- [ ] Online communication tool (E.g., Microsoft teams, Zoom, Trello)
  
  Specify online tool of choice: ________________________________

- [ ] Telephone
- [ ] Email – How quickly can you expect a response? ______ # hours
- [ ] Online documents sharing (i.e. Microsoft One Drive, Dropbox)
  
  Specify document sharing tool of choice: ________________________________

### Meetings

Meetings will occur every ___ week(s)

Meetings will take place via (e.g., zoom): ________________________________

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:

- Police Information Check (PIC)
- Police Vulnerable Sector Check (PVSC)
- Provide references to the organization
- Provide a Resume or Curriculum Vitae to the organization
- Participate in organization orientation
- Sign a confidentiality agreement
- Other (please specify) ________________________________

**Step 3 – Defining the Project**

**Project Description:**

*What is the purpose?*  
*Who will the project impact?*  
*OR What impact will the project have?*

**Deliverables:**  
*What are the tangible items that will arise from this engagement?*  
(e.g., resource booklet in PDF, web and print formats)

**Step 4 – Creating a Project Plan**

*What are the key tasks that need to be completed toward the final project deliverable(s)*?

**List the tasks:**  
**Assign Tasks to Student(s):**  
**Deadline for Completion:**
### Other Project Notes

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there any special meetings or events that students would be required to attend? (e.g., online staff meetings)</td>
<td></td>
</tr>
<tr>
<td>Are there opportunities for student to get involved beyond the scope of the project itself?</td>
<td></td>
</tr>
</tbody>
</table>

### Signatures of Agreement

<table>
<thead>
<tr>
<th>Date</th>
<th>Community Partner(s)</th>
<th>Signature(s)</th>
</tr>
</thead>
</table>

| Student(s) Signatures |  |