

Student and Community Partner Expectations Agreement

Step 1 – Defining the Players		
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		
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"/> Online Only <input type="checkbox"/> Other (please specify) _____	
Methods for Communication	<input type="checkbox"/> In person-meetings <input type="checkbox"/> Online communication tool (E.g., Microsoft teams, Zoom, Trello) Specify online tool of choice: _____ <input type="checkbox"/> Telephone <input type="checkbox"/> Email – How quickly can you expect a response? _____ # hours <input type="checkbox"/> 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: _____	

<p>In Order to Engage with the Community Partner Organization, Students Will Need to Fulfill the Following Requirements:</p>	<ul style="list-style-type: none"> <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"/> Participate in organization orientation <input type="checkbox"/> Sign a confidentiality agreement <input type="checkbox"/> Other (please specify) _____
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Step 3 – Defining the Project

<p>Project Description:</p> <p><i>What is the purpose? Who will the project impact? OR What impact will the project have?</i></p>	
<p>Deliverables:</p> <p><i>What are the tangible items that will arise from this engagement?</i></p> <p>(e.g., resource booklet in PDF, web and print formats)</p>	

Step 4 – Creating a Project Plan

<p>What are the key tasks that need to be completed toward the final project deliverable(s)?</p>		
<p><i>List the tasks:</i></p>	<p><i>Assign Tasks to Student(s):</i></p>	<p><i>Deadline for Completion:</i></p>

-Other Project Notes

Are there any special meetings or events that students would be required to attend?
(e.g., online staff meetings)

Are there opportunities for student to get involved beyond the scope of the project itself?

Signatures of Agreement

Date

**Community
Partner(s)
Signature(s)**

Student(s) Signatures