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	__ 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)
	   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 *(Please note: While projects may evolve over the course, the project objective needs to be defined early in the term to ensure institutional policies/procedures are followed. Students are to keep the course instructor informed if projects evolve, particularly in regard to research involving human participants and/or their information).*

Project Description: *What is the purpose?* *Who will the project impact?* *OR What impact will the project have?* *Will the students be collecting/analyzing organizational or client-based data/information?*	
Deliverables: *What are the tangible outputs/items that will arise from this engagement?* *How will these deliverables be used and/or disseminated/communicated by the community partner after the partnership?* (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

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	