Carleton Center for Community and Civic Engagement

Community Partnership Agreement Form: Option 3

This form was designed to help guide communication among faculty, students, and community partners. Please use it as you open up an ongoing conversation about your work together. Since face-to-face meetings are usually the best, we encourage partners to meet and chat in person. Feel free to contact Emily Seru, Associate Director for Academic Civic Engagement and Scholarship, if you would like support or have additional questions.

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Community Partnership Checklist

- o Have community partner(s) and faculty developed shared aims for the project?
- o Have faculty and community partner(s) discussed their expectations of students?
- o Has the instructor relayed the mutually discussed expectations to students?
- o Have all parties matched academic calendar with community partner calendar?
- o Is there an established channel for constructive feedback throughout the project?
- o Is there a plan for a culminating event or final product?
- o Have all partners agreed on a reflection process for this collaboration?
- o Have you consulted with the CCCE office?

Community Partner Information

Name: _____   Title: _____

Organization: _____   Website: _____

Email: _____   Telephone: _____

Additional Information: _____   _____

Faculty & Student Information

Faculty Name: _____   Student Name: _____

Faculty Department: _____   Student Major: _____

Faculty Email: _____   Student Email: _____

Faculty Telephone: _____   Student Telephone: _____

Additional Information: _____   _____

Topics for Discussion

Describe the project that
community partners and
faculty have developed. How
is this project reciprocal?

_____

What are faculty's project
goals? What are the intended
learning outcomes for
students?

_____

What are the community
partners' project goals for
their organization? What are
the intended learning
outcomes for students?

_____

What are the mutually agreed
upon expectations for this
project?

_____

What have faculty and CP
done to match academic
calendar with community
partner calendar and needs?

_____

What is the established
channel for constructive
feedback throughout the
project?

_____

What is the plan for a
culminating event or final
product?

_____

What methods will faculty,
students, and CP use to a
reflect on this collaboration?

_____

What role do you imagine the
CCCE will play in this
collaboration?

Comments:

_____

_____

Community Partners' Role

- Provide community engagement opportunities that are significant and/or challenging to the students, relevant to course learning objectives, and address community partners' goals.
- Provide training, supervision, feedback, resources and sufficient information about the organization to aid in the success of students' ACE projects.
- Participate in the reflective process.

Student's Role

- Be aware of the organization's needs and provide assistance where and when needed.
- Contact the community partner to arrange initial meeting to discuss engagement hours and project.
- Adhere to organizational rules and procedures, including confidentiality of organization and client information.
- Periodically reflect upon and re-evaluate the service experience keeping in mind the course objectives.
- Operate with integrity and professionalism at all times; which includes being punctual, dressing appropriately, meeting deadlines, and being open to supervision and feedback that will facilitate learning and personal growth.

Faculty's Role

- Provide students with structure and guidance to process and reflect on civic engagement experiences.
- Assist students in connecting their community-based learning experience with course learning objectives.
- Participate in evaluation and reflective processes.
- Faculty will provide students with framework of the cultural norms of the organizations.

CCCE's Role

- Serve as a liaison between the organization, students, and faculty.
- Provide support and guidance for any challenges that may arise.
- Provide civic engagement orientation in the classroom and reflection sessions as requested.

Additional Details

Is this project part of an Academic Civic Engagement course?   Yes   No

If yes, please provide the following:
Course title & number: Academic term & year:

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