Community Partnership Agreement Form: Option 2

This checklist and questionnaire were 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 Oliver, Interim Associate Director for Academic Civic Engagement, if you would like support or have additional questions.

Email: eoliver@carleton.edu | Telephone: 507-222-6203

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**Community Partnership Checklist**

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

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**Community Partner Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
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<tbody>
<tr>
<td>Organization:</td>
<td>Website:</td>
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<tr>
<td>Email:</td>
<td>Telephone:</td>
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<tr>
<td>Additional Information</td>
<td></td>
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</tbody>
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**Faculty & Student Information**

<table>
<thead>
<tr>
<th>Faculty Name:</th>
<th>Student Name:</th>
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<tbody>
<tr>
<td>Faculty Department:</td>
<td>Student Major:</td>
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<tr>
<td>Faculty Email:</td>
<td>Student Email:</td>
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<td>Faculty Telephone:</td>
<td>Student Telephone:</td>
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<td>Additional information:</td>
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</tbody>
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Describe how this project addresses a community need:

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

What are the community partners’ goals for their organization?

What have faculty and community partner(s) 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 community partner use to reflect on this collaboration?

What role do you imagine CCCE playing in this collaboration?

Comments:

Is this project part of an Academic Civic Engagement course? Yes  No
If yes, please provide the following:
Course title & number:  
Academic term & year:  

Is this project part of a Carleton Public Works project? Yes  No
If yes, please provide the following:
Project title:  
Faculty lead:  