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 Oliver, Associate Director for Academic Civic Engagement, if you would like support or have additional questions.

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

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?

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 reflect on this collaboration?

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

Comments:

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**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

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<tr>
<th>Question</th>
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<tr>
<td>Is this project part of an Academic Civic Engagement course?</td>
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<td>Course title &amp; number:</td>
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<td>Is this project part of a Carleton Public Works project?</td>
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