

Checklist for Clear Partnership Responsibilities

A.) Expectations and Responsibilities of the Faculty: *It is critical to establish substantial relationships with community partners.*

- ***Preparation, responsibilities & communication with host agency***
- ***Ongoing support of students***

_____ Contact agency staff early enough to learn about current and long-term agency goals and to share course objectives and draft syllabus. This enables mutually beneficial agreements about the design of student contributions and the role of project guides.

_____ Establish how frequently and regularly, and through what media, you and community partner(s) and project guides will be communicating – in order to mutually support community and academic goals

_____ Agree to give and receive feedback constructively and use other communication skills

_____ Clarify how much in the loop with you need to be with agency/student messages

_____ Engage students in regular reflection on community work in ways that integrate with course material and also provide useful feedback to agency

_____ Be clear with agency and students about end-of-semester requirements (reports, presentations, reflections, etc.) and, ideally, how they might support *both* agency and academic goals

_____ Be self-reflective about undoing your own negative conditioning about less privileged community members and organizations. Engage in that work.

B.) Expectations and Responsibilities of the Community Partners: *It is critical to establish substantial relationships with faculty whose students you will host.*

- ***Preparation, responsibilities & communication with faculty***
- ***Ongoing support of students***

_____ Get clear on what would be a valuable contribution to your mission and programs

_____ Get clear on the timeframe for students' work with you, and who can regularly supervise and mentor the students. Make sure this arrangement is feasible and helpful enough at this time, given your limits

_____ Communicate with the faculty so there is mutual support of community and academic goals. Establish how frequently and regularly you and faculty should be in contact

_____ Orient students to the agency and the contexts (social, political, economic, etc.) within which it works (the cultural landscape of your community)

_____ Prepare a project plan, with clear guidelines and timeline, including expectations and deadlines, as appropriate. Engage students in at least some aspects of the process

_____ Evaluate students

_____ Evaluate community partnership process and outcomes