Jamestown Community College: Experiential Learning Partnership Checklist

Establishing a Partnership

This is a partnership agreement between:

Faculty member ____________________________________________.
Community partner ____________________________________________.
Student(s) ____________________________________________________.

1. Faculty or student(s) should identify an appropriate project that will meet learning objectives by:

☐ Identifying and discussing the learning objectives and what learning requirements are necessary (i.e., making contact with youth, facilitating workshops, creating a business plan):________________________________________________________

☐ Providing a course syllabus and any other information that would be helpful to the community partner.

☐ Clarifying whether the experience is project-based or has an hourly requirement. If the latter, what is the minimum number of contact hours each student must complete? __________

2. When a project is identified, all entities should work together to determine the following:

☐ The total number of students that the site can accommodate is______________________.

☐ The number of students to be on site at any given time is__________________________.

☐ Who will be responsible for scheduling?
  Student__________________________
  Faculty member __________________________
  Community partner______________________

☐ The student will be supervised by____________________________________.

☐ The date the student can begin is__________________________.

☐ The date they must end is__________________________________________.

☐ Hours that the agency/organization is open______________________________.

  Hours available for the project______________________________________

☐ Please describe the details of the activity. (A specific project to be completed, a template, a timeline, and/or general expectations of daily activities.)__________________________________________

☐ Discuss the following expectations of students in the community:
  Dress code__________________________________________
  Punctuality__________________________________________
  Sign-in procedures____________________________________
  Other________________________________________________

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3. **Community site should discuss the following coordination issues with faculty / student(s):**

- [ ] Will there be an agency orientation? ________________
  What are the available dates? ____________________________________________________

- [ ] What of the following forms will you use and who will be responsible for them?
  - Student availability sheets (to facilitate scheduling) ____________________________
  - Placement sheets (to provide location and transportation information) __________
  - Service-logs (to track hours) ________________________________________________
  - Individual student evaluation sheets (to assess student performance) __________
  - Reflective framework (to enhance student learning) ____________________________
  - Contact sheet (lists all students and contact information for each site) ________

- [ ] Does the site require any mandatory:
  - Medical checks _____________________________________________________________
  - Background checks _________________________________________________________
  - Supervision requirements ____________________________________________________
  - Safety requirements _________________________________________________________
  - Training ___________________________________________________________________
  - Other _____________________________________________________________________

4. **Maintaining a partnership:**

- [ ] How do you prefer to communicate with each other?

  **Faculty contact information:**
  - E-mail ______________________________________________
  - Phone _____________________________________________

  **Community partner information:**
  - E-mail ______________________________________________
  - Phone _____________________________________________

- [ ] It is suggested that you establish a regular schedule of check-ins to discuss the progress of the project. Please describe how you will do this and when: ________________________________
  __________________________________________________________________________
  __________________________________________________________________________

- [ ] What will be the procedure for expressing concerns? __________________________
  __________________________________________________________________________
  __________________________________________________________________________