Community Partner Project Description Form

This project description form will help to clarify project goals and deliverables, as well as expectations, for faculty and community partners and will serve as the foundation from which students build their projects.

NOTE: For the foreseeable future, all student projects with community partners will be conducted remotely, until such a time as COVID-19 distancing restrictions are eased. The project description form should be completed with this virtual engagement in mind. For more information about considerations when planning virtual community engaged projects and examples of online community engaged projects, [visit our website](https://ccel.ubc.ca/faculty/transitioning-online-community-engaged-learning) and refer to these tools.

Course Overview

To be filled out by faculty in advance of sending it to community partner: *A short paragraph that introduces the course and its goals. It is important to highlight the key learning that the students will be doing and how you see the activities of the students in their work and projects with partners contributing to/demonstrating their learning. Include whether the students will be working individually or in groups and the number of hours that students will be able to dedicate to the project, e.g. 25 hours over a period of 10 weeks.*

Organization Details

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| Organization Name: |
| Organization Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organizational Contact Name:  |
| Address:  |
|  | *Street Address* | *City, Province* | *Postal Code* |
| Phone: ( ) |
| Email: |
| Preferred method/time of contact:  |

Project Description

1. **Project Title**
2. **Project background/context (big picture)**
* What issue does the project aim to address?
* What are the organizations goals for the project?
1. **Student role**
* What role or activity would you like a student(s) to take on for the project? What project activities will students do (tasks or project deliverables)? *A deliverable is the direct “product” of an activity. Deliverables are concrete and can be counted (e.g. a volunteer manual, number of posters created, number of workshops organized, etc.).*
* What can the community partner commit to in terms of supporting students throughout the course of the project?
* What are you hoping that the students learn from working with your organization on this project?
1. **Organizational and Community Outcomes or Impacts**
* What are the outcomes or impacts you hope to come from the project? How will the outcome sof student work contribute to the goals of your organization and/or how will the project benefit the community? *A short-term outcome happens as a direct result of the project’s activities (e.g. "Isolated seniors’ connections to appropriate community services are increased through the use of the online resource kit created by students"). If this project fits within the goals of a larger project or initiative please indicate how it connects and its role in the larger work.*
1. **Project Communication**
* What does communication look like between us the community partner and the faculty member? At what point is it essential for us to connect?

Project Logistics and Student Preparation:

* List specific dates and times relevant to project work (orientations, program hours, etc.), if applicable.
* Do you foresee any challenges with this project being conducted remotely/virtually?
* If COVID-19 restrictions are eased during the course of the project, would you be interested in having students connect with your organization in person?
* Are students required to undergo a criminal record check?
* Partner and Project Orientation Materials: *Please list any readings, videos, or websites the students should review. Does your organization have an existing orientation process that students should participate in?*