**Community-Engaged Teaching Student Agreement**

**\*All sections can be adapted except for 6. Release**

Please complete the following Student Agreement outlining your role as a student in the <course name> course. By completing this agreement you confirm your participation in the course as well as your willingness to work with a partner agency to complete the project identified in the Request for Project process.

**1. Maintain contact with your partner agency**

You are responsible for contacting your community partner by <date> to determine a method and frequency of communication regarding your project work. Your communication plan can include phone, email, and in-person meetings. Please be respectful of the communication plan you create with your community partner and respond to correspondence in a timely fashion. Please copy your coaches and the course instructor and course facilitators on any emails regarding the project. Additionally, please keep notes on phone calls and meetings regarding the project. A summary of the notes should be submitted with each project memo.

**2. Access to relevant data and resources**

Partner agencies have been asked to share relevant maps, data sets, reports, articles, electronic files, etc. that would either inform your project work or serve as references. Please treat this information in a professional manner that aligns with the policies of your partner agency. You must return any information to the partner agency at the end of the project.

**3. Review of draft materials**

Submit a project plan or project agreement form, a project progress report, and full drafts of the final product to your partner agency for feedback.

**4. Exposure to the organization**

Participate in tours of the organization, staff or board meetings, or other structures in the organization as appropriate and relevant.

**5. Complete evaluation form**

There is a brief evaluation form that we will ask you to complete at the end of the semester. We are interested in obtaining your feedback regarding this community-based component of this course.

**6. Release**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledges that work undertaken in <course> is community-based work in service to the partner agency. Work will be prepared under the direction and supervision of both the course instructor and staff at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accepts that any products created during this partnership are the property of the partner agency unless otherwise agreed upon in writing.

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Name Date