

**Community-Engaged Teaching Community Partner Agreement**

Thank you for partnering with Washington University’s Community-Engaged Teaching efforts. Please complete following Community Partner Contract outlining the role of your organization in <Name of Class>.

**1. Dates we request that you come to campus**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Purpose** |
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**2. Methods of Contact outside of scheduled meetings**

The students working on your project will contact you at the beginning of the semester to determine a method and frequency of communication regarding their project work. Please let students know if you prefer to be contacted by phone or e-mail for any questions they have along the way, and whether you would like to schedule periodic conference calls during the semester. Your timely responses to their inquiries will help them stick to their timeline.

Preferred method of contact:

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred method of contact (ie phone or email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The students working on your project will provide you with their contact information by <DATE>. Students are asked to copy the course instructor on any emails regarding the project. Additionally, they will submit notes on phone calls and meeting regarding the project. This will enable the instructor to stay informed about the project progress and will help coordinate my feedback on the project components with yours.

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

Relevant maps, data sets, reports, articles, electronic files, etc. that would either inform the students’ project work or serve as references, should be made available to students either in hardcopy or electronically. You can feel free to share a list of these resources with the instructor prior to the start of the semester, and everything should be ready to share when you first meet with students on <date>.

**4. Review of draft materials**

Students will submit a project plan or project agreement form on <date>, a project progress report and an outline of the final product on <date> and full drafts of the final product on <date>. The students will share this information with you and you are welcome to provide students with feedback on these products.

**5. Exposure to the organization**

Please feel free to include students on tours of the organization, board and staff meetings, or other structures in the organization that you think would inform their work or their understanding of your organization.

**6. 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 your interactions with the class throughout the semester, as well as your assessment of the final product.

**7. Release**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledges that work undertaken by the students under this Agreement will be performed by <year> <major or department> at Washington University in St. Louis enrolled in <course>. Work will be prepared under the direction and supervision of both the course instructor and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accepts that the projects may not be as comprehensive as would be expected from a similar report prepared by a professional. Notwithstanding anything herein to the contrary, everything provided by Washington University including, without limitation, all technical material, advice, information, reports, data, and results, is provided "as is" and without any warranty of any kind, expressed or implied.

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Name

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Organization

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Date