Responsibilities of Parties in Successful CBI Community-Engaged Learning Partnerships

CBI Community Partner Responsibilities

- Complete CBI MOU on an annual basis
- Identify needs of organizations that might be addressed by university students or faculty through completion of CBI Project Application
- Work with faculty match to complete CBI Scope of Work prior to semester
- Provide orientation/introduction covering agency background, service activity, and community need in the classroom or on-site
- Support students during their community-engagement activity, offering feedback and context to work and organization structure
- Maintain close contact with faculty, providing updates, needs, and challenges as they arise and at the mid-semester meeting
- Complete the evaluation assessment at semester end

Faculty Responsibilities

- Develop syllabus with clearly define learning objectives and reflection tied to community engagement
- Complete Scope of Work with Community Partner to define goals, timeline and deliverables
- Structure reflection into the course
- Support students in their community-engagement troubleshooting challenges that might arise
- Work with Community-Engaged Learning Program to ensure course is structured correctly; necessary documents are completed; impact data is collected; and feedback for improvement is obtained

Community-Engaged Learning Program Responsibilities

- Walk faculty through course designation process, offering advice and feedback for improved course development
- Obtain risk-management MOUs from all community partners prior to community engagement
- Help match community-based organizations with faculty interested in CEL opportunities
- Support faculty and community partners as necessary
- Track & assess the impact of the Community Engagement and share successes