



## Responsibilities of Parties in Successful CBI Service-Learning Partnerships

### CBI Community Partner Responsibilities

- Complete CBI MOU on an annual basis
- Identify needs of agency that might be addressed by university students through completion of CBI 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 service activities, 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, reflection, and service- activities
- Complete Scope of Work with Community Partner to define goals, timeline and deliverables
- Structure reflection opportunities into the course
- Support students in their service, troubleshooting with them challenges that might arise
- Work with Service-Learning Program to ensure course is structured correctly; necessary documents are completed; data on service impact is collected; and provide feedback for improvement

### Service- Learning Program Responsibilities

- Walk faculty through course designation process, offering advice and feedback for better course development
- Obtain risk-management MOUs from all Community Partners prior to service
- Help to match Community Based Organizations with Faculty interested in Service-Learning opportunities
- Support Faculty and Community Partners as necessary
- Assist with case management as necessary to address challenges Conduct site visits to classes and community partners during semester
- Track the impact of the Community Engagement and share successes