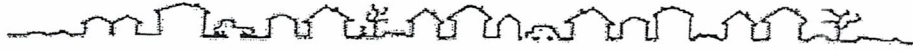


Collaboration Planning Guide



This form is designed for use by faculty, students and community partners to guide the exploration of possible university-community partnerships. The goals of the form are to encourage each partner to express his/her basic goals, motivations and needs and for the partners to collaboratively explore projects in which those goals could intersect. The form also provides a list of recommended questions related to common questions of roles, responsibilities and logistics critical to the success of most collaborative efforts.

Every partnership building process is unique. Please add any additional questions or modify the form to meet the needs of your particular project. The discussion can be done in stages or all at once to suit the partners involved.

Community Partner

1. Briefly describe your organization: mission, goals, programs delivered, population served & organizational structure.
2. List three service activities or projects that students could perform to help meet the needs of your organization. Please describe those activities (and the needs they address) to the professor/university representative.
 - a) _____
 - b) _____
 - c) _____
3. What are the most important lessons your organization can teach college students through their service? What additional information or expertise could your organization share with students in a particular course? (You may wish to ask the professor about the learning goals of his/her course and think in terms of those goals.)

Faculty Members (and Students)

1. Describe the course in which community service-learning will be used.
2. List your top three student learning outcomes (the three most important things you want to have your students learn during the service-learning experience). Describe those learning goals to the community partner.
 - a) _____
 - b) _____
 - c) _____

Community Partner and Faculty/Student Partners Together

Come up with three ideas/projects where the community partner, faculty and student goals overlap. Keep talking and exploring angles until this has been accomplished. After you have identified three ideas, decide which (if not all) you wish to discuss further.

- a) _____
- b) _____
- c) _____