Student and Community Partner Expectations Agreement

Step 1 – Defining the Players

Community Engaged Learning Course Name	Project Management 9330 – MMASc
Faculty Member Name	Jason Reed
Community Partner Organization	Participation House
Community Partner Supervisor(s)	Donnie Antony
Community Partner Supervisor(s) Contact Information	Address: 620 Colbourne St., London ON Email Address: donniea@participationhouse.com Phone Number: 519-639-9561

Names and Email Addresses of Western Students	Name	Email Address
	Sydney Mensen	smensen@uwo.ca
	Amratha Chandrakumar	achand5@uwo.ca
	Teresa Turnbull	TTurnbu@uwo.ca
Designated/Elected Student Liaison	Sydney Mensen	

Step 2 – Setting the Terms of Engagement

Location Where Student Work Will be Conducted	__ At the community partner organization office ✓ At Western University, or other off-site location __ In the community (i.e., at events) __ Other (please specify) _____
Methods for Communication	✓ In person-meetings __ Telephone ✓ Email – How quickly can you expect a response? _____ # hours __ Online documents sharing (i.e. Google Docs, Dropbox)
In-Person Meetings	Meetings will occur every ___ week(s) To be determined Meetings will take place at: ___ P.H. office @ _____ Meetings will be scheduled during the following days of the week and times: Fridays seem best at moment
In Order to Engage with the Community Partner Organization, Students Will Need to Fulfill the Following Requirements:	__ Police Information Check (PIC) __ Police Vulnerable Sector Check (PVSC) __ Provide references to the organization __ Provide a Resume or Curriculum Vitae to the organization ✓ Attend an organization orientation program to get exposure ✓ Sign a confidentiality agreement __ Other (please specify) _____

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Step 3 – Defining the Project

Project Description: *What is the purpose?* *Who will the project impact?* *OR What impact will the project have?* see contract...	Come up with solutions for recruitment strategies and connections outside of current & conventional avenues to boost qualified candidates Project impacts the quality of supports for people with disabilities Will retain staff, lower turnover, impact staff morale and enhance professional growth/expertise.
Deliverables: *What are the tangible items that will arise from this engagement?* *(e.g., resource booklet in PDF, web and print formats)*	Lists of potential connections for positive outcomes. Research of other strategies implemented by other agencies Can result in contact information for potential connections

Step 4 – Creating a Project Plan

What are the key tasks that need to be completed toward the final project deliverable(s)?

List the tasks:	Assign Tasks to Student(s):	Deadline for Completion:
Research on strategies Contact information of outcomes - recruitment strategies	ALL	To be determined along the way. 1st connection Dec 8/11th.

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Other Project Notes

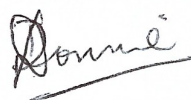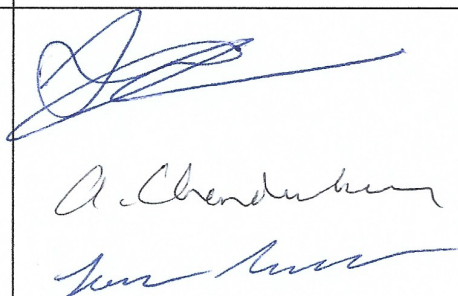|	
Are there any special meetings or events that students would be required to attend? (e.g., staff meetings, conferences, etc.)	N/A
Are there opportunities for student to get involved beyond the scope of the project itself?	Volunteerism Attending Art program

Signatures of Agreement

Date	Nov 23, 2018
Community Partner(s) Signature(s)	*[signatures]*
Student(s) Signatures	*[signatures]* A. Chenderlum

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