

# An Agreement to Work Together

**Now that you have** had the chance to explore what your partnership will look like, an outline that clearly defines what was discussed and agreed upon is useful. This document was designed to help define the partnership between the student leader and the community partner, but we have also included information about other individuals that may be involved in your partnership (e.g. the Centre, other students). This document can function as a template and can be modified, depending on your partnership needs.

## When to use this

This can be used at anytime. However, it may be helpful to explore these ideas as early as possible, so that you can establish ways to deliver constructive feedback in an effective manner throughout your project.

It may help to review the other documents in this toolkit to inform your answers.

## Our Agreement

### 1. What are our joint goals in this partnership?

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### 2. What are our individual roles and responsibilities? Some examples have been provided. Include any other responsibilities that are specific to this partnership/project.

#### Individual Student:

- To engage with a community partner and, as appropriate, work with other project students and staff
- To respect the time commitment outlined at the beginning of the project
- To communicate regularly and attend meetings with students, student leaders and/or community partner staff as required

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## Our Agreement

### 2. What are our individual roles and responsibilities?

#### Community Partner

- To collaborate with students to create a meaningful student service experiences that contribute to your organization’s goals and meet student learning goals.
- To provide clear responsibilities and expectations through orientation and training
- To provide a learning environment where students feel safe and appreciated
- To communicate challenges and successes with student leaders, UBC staff, or faculty

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#### Student Leader (if applicable)

- To collaborate with community partner to plan the specifics of a project or team placement
- To support and mentor students during the project through training, leadership and reflection activities
- To help in providing a safe and accepting environment for students
- To communicate with the community partner on a regular basis regarding progress or challenges
- To participate in mandatory training prior to the beginning of a the project

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# An Agreement to Work Together

## Our Agreement

2. What are our individual roles and responsibilities?

### Centre for Community Engaged Learning

- To facilitate and support partnerships between students and community partners
- To enhance student learning and contribute to community
- To provide training and orientation to students before and during their time in community
- To support community partners while they support students
- To support community partners to scope projects and activities that benefit their organization and community

3. How can we support each other in our learning?

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4. How will we incorporate reflection into our partnership?

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5. How will communicate if things are not going well? How will we deliver feedback? How would we like to receive feedback?

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# An Agreement to Work Together

## Logistics

6. Have we established a schedule? (Does this schedule include a regular shift? Check-ins? Time commitments during holidays?)

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7. What are the start and end dates of the partnership?

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8. Are there standards for attire/jewelry/etc.?

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9. What are the protocols if a student is sick or unable to attend?

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10. Have we established what level of supervision students will receive?

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I have read and understand the above document and I commit to fulfilling the roles, responsibilities, and protocols outlined above. I understand that this partnership is meant to further student learning and meet community partner goals.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Partner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Centre for Community Engaged Learning

\_\_\_\_\_  
Date