**UW-Parkside Community-Based Learning**

**Partner Project Agreement**

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| Instructor Contact Information | Community Partner Contact Information |
| Name:  Department:  Email:  Phone: | **Name:**  **Agency:**  **Email:**  **Phone:** |

**Name of Course:**

**Course Meeting Time:**

**Brief Course Description:**

**CBL Project Learning Objective(s):**

**Community Partner Goal(s) for Project:**

**Proposed Project Timeline and Outputs:**

To allow for mutual understanding and a positive, effective working relationship between the University and the partner organization, both parties should review the following points. By signing this form, all parties agree to these guidelines and will move the project into the implementation phase.

1. The community partner may request changes to the product/output(s), as long as those changes would not create difficulties for the student(s) to complete the project by [date]. If the student(s) or partner are uncertain if the changes would create such a timing issue, they should consult with the course instructor.
2. Students are expected to communicate in a professional manner with their partner at all times. The partner will commit to responding within 48 hours to student requests for information or material review/approval.
3. **No materials will be seen by a public audience** without the partner’s approval. This includes sharing on social media. Student(s) will seek written approval when possible.
4. All materials created through this project become the shared intellectual property of the students and community partner. Students understand that their work will be given to the community partner for the organization’s use. Students reserve the right to use any materials they create for the project in their professional portfolios with the understanding that such use does not imply endorsement by the partner organization. The University reserves the right to use examples of student work resulting from the project for use in faculty professional development and/or for use in marketing of community engagement material.
5. The faculty/instructor of the course reserves the right to use this teaching experience to support their research and/or professional advancement. This may include activities such as, but not limited to, publishing scholarly articles and giving presentations at conferences.The community partner has the right to review any published materials in advance and ask for corrections of errors of fact. In addition, the community partner has the right for any confidential information to be withheld from published and publically shared work. To acknowledge the partner’s role as co-educator, faculty and community partners are encouraged to co-author/co-present when reasonable.

By signing and dating below, I agree that I have read and understand these expectations.

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(partner)

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(course instructor) (students)