

# LSP Partner Agreement and Shadowing Plan

## Instructions

During your initial meeting, the Lead 4000 student group members and Community Partner Liaison are responsible for filling out the following form and solidifying the shadowing schedule for the semester together.

## LEAD 4000 Students:

Name	E-mail	Phone

## Partner Organization Primary Liaison

Name:

Title:

Organization:

Address:

Phone:

E-mail:

## Secondary Liaison at the Organization (if applicable)

Name:

Title:

Phone:

E-mail:

**Students and Partner Liaison, please discuss (and write answers for) the following questions:**

1. What methods are available to students to better understand their partner organization? Outline how group members will gather information and become familiar with their community partner site:

2. What requests from the Liaison will foster a strong partnership and a positive experience for all parties?

3. What opportunities are available to students for observations at this site? What are students interested in observing/learning more about?

**4. Between Feb. 3rd - April 10th, LEAD 4000 students are required to engage in 6 Leadership Observations at the organization to which they have been assigned. Please fill in the information below for each visit:**

*Visit #1:*

Date:	
Time:	
Location:	
Setting:	
Point Person at Site:	
Any Notes:	

*Visit #2:*

Date:	
Time:	
Location:	
Setting:	
Point Person at Site:	
Any Notes:	

*Visit #3:*

Date:	
Time:	
Location:	
Setting:	
Point Person at Site:	
Any Notes:	

*Visit #4:*

Date:	
Time:	
Location:	
Setting:	
Point Person at Site:	
Any Notes:	

*Visit #5:*

Date:	
Time:	
Location:	
Setting:	
Point Person at Site:	
Any Notes:	

*Visit #6:*

Date:	
Time:	
Location:	
Setting:	
Point Person at Site:	
Any Notes:	

5. What support structures will be in place between the students and Community Partner Liaison to ensure a positive and successful community-based learning experience? (Regular communication via email, check-ins in person at the beginning of each point of contact, regular emails with the instructor, exchanging text messages with the students, etc?)

**When signing this agreement, each party consents to assume the responsibilities listed for the relevant role.**

I, the LEAD 4000 student, agree to:

- Honor the agreements outlined in this contract
- Attend the observation opportunities provided by my Liaison
- Participate to the best of my ability
- Follow all the rules, regulations and normal requirements of the community partner organization
- Fulfill this contract under the direction of my instructor, and consult with my instructor as needed for guidance and evaluation for the academic credit I am receiving
- Notify my instructor of any changes I need to make to this agreement or if any problems that arise during the experience
- Complete the academic work associated with this agreement and submit it to the instructor on time. I understand that credit for the practicum is dependent on successfully completing the academic work described in the LEAD 4000 syllabus for this component of the course.

I, the Community Partner Liaison, agree to:

- Honor the agreements outlined in this contract
- Provide the necessary orientation and access to information about the organization that will provide the students' context for their observations
- Identify 6 opportunities, with a minimum of a 1-hour time frame, for students to observe leaders in the organization
- Communicate regularly with the Instructor
- Complete an evaluation of the student's performance in December 2018

I, the Instructor agree to:

- Honor the agreements outlined in this contract
- Attest that the practicum activities associated with LEAD 4000 are sufficient to merit the academic credit to be awarded
- Coordinate, monitor and evaluate the practicum as appropriate
- Ensure that the academic work described in the LEAD 4000 syllabus for this practicum is completed and submitted on time

**We, the students, Community Partner Liaison, and Instructor, have reviewed the LEAD 4000 Leadership Shadow guidelines in the course syllabus and have agreed to the practicum commitment as described in this contract for the Fall 2018 semester.**

Student Signature (typed): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature (typed): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature (typed): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature (typed): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature (typed): \_\_\_\_\_ Date: \_\_\_\_\_

Liaison Signature (typed): \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature (typed): \_\_\_\_\_ Date: \_\_\_\_\_