

Discussion Topics and Guiding Questions for CETR Partnerships

These questions are meant for course partnership stakeholders who may have already had a conversation about logistical details such as schedule, number of students, and communication styles. While those discussions are very important to have before the start of the semester (and on an ongoing basis!) the questions below will help you better co-create the learning experience for students and community engagement with partners. We have found that partnerships which dig deeper than the logistics are better able to communicate the purpose and goal of a service-learning component to students - which creates a more meaningful and impactful experience for all involved. **Access part 1 [here](#).**

Access more resources on our website: cetr.northeastern.edu

- What are the “non-negotiables” for student engagement - for the community partner, what MUST student volunteers commit to (timing, participation, etc.); for faculty/S-LTAs- what do you need your students to see/do in order to meet the learning goals of the course?
- **For LBFE:**
 - 1 hour weekly commitment to the site (plan for up to 1 hr commute to and from the site), if site is over 1 hr then LBFE can schedule a Lyft ride.
 - Must complete all paperwork (Cori, media release, volunteer apps) before service begins
 - Must join Slack channel to communicate with teammates and LBFE staff
 - If the student knows they’re going to be late (even by 5 mins) or absent all together, they must send a message on Slack to myself and their teammates know at least 4 hours in advance so that we can better prepare for their absence or cancel sites if we don’t have enough student support.
 - Students must come on time, be engaged and ready to participate in all activities at the site, regardless of languages spoken among participants. Communication is key to being successful at our organization.

- What activities will the faculty member and your S-LTA facilitate in the classroom to prepare students for their community engagement (and what information might you need from a partner to situate these activities in their context)? Partners, what steps do you already have for onboarding volunteers to your organization?
- **For LBFE:**
 - 1 hour Orientation on Zoom where students will learn about their roles, responsibilities, expectations as a participant and meet their teammates/LBFE Staff.
- What communication, organization, and/or project management best practices do we want to follow? (email response and follow up protocol, where will important files be kept and how does everyone access it, etc.)

For LBFE: 1-2 business days to respond to emails, always open to connecting in-person or on Zoom about challenges/successes of partnership. If the students are having challenges at sites or with transportation, please encourage them to speak with Stephenie or Uju directly and we can set up a time to check-in with them

