

Partnership Agreement and Conversation Guide

Instructions for use: please download a copy of this document to fill out in collaboration with your community partner or faculty member.

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

Faculty Member Name:	
Community Partner Liaison Name(s):	
Course Name:	
Organization Name:	
Semester:	

Motivations & Partnership Framing

Please ask and answer these questions together. Record shared responses to capture the presence of shared goals and motivations for this partnership.

1. **What is the community goal being addressed through this partnership?**
2. **What are the shared motivations for entering into this partnership?**

Organizational and Operational Partnership Logistics

Record specific logistical expectations here to revisit should confusion arise later in the semester. You should refer to the specific community partnership summaries in google for extended details. This document can be used to guide the conversation to fill out those partnership summaries.

1. **How many students/groups are in collaboration with this community partner?**
2. **How often will the partner liaison be contacted by students or S-LTA and what is the partner's anticipated response time?** (*ie. students contact partner liaison weekly and contact will respond within 2-3 business days*)
3. **How will students be prepared (by faculty/S-LTA) for engagement and how will they be oriented to the partner specifically (by organization)?**
4. **If (or when) the structure of the semester changes and the partnership needs to shift, how will this decision be made and who will make it?**

Contact and Communication Expectations

Record contact information and expectations to have compiled and documented if expectations need to be revisited.

Faculty Member: I can be reached best via PHONE / EMAIL (circle one).

Phone number:

Partner: I can be reached best via PHONE / EMAIL (circle one).

Phone number:

Email Address:

S-LTA: I can be reached best via PHONE / EMAIL (circle one).

Phone number:

Email Address: