



BUFFALO STATE
The State University of New York

SUNY Buffalo State Civic and Community Engagement Partnership Checklist

1. Establishing a Service-Learning Partnership:

This is a partnership agreement between:

Faculty member: _____

Community partner: _____

Course name and number: _____

Identifying an appropriate project to meet course objectives:

- Faculty member should identify and discuss the service-learning objectives for the course and what service requirements are necessary (i.e. direct contact with youth, experience facilitating workshops, ability to implement a survey). They are: _____

- Provide a course syllabus and any other course information that would be helpful to the community partner.
- Clarify whether the course is project based or an hourly requirement. If by hours, what is the minimum number of service hours each student must complete for the course? _____
(The CCE recommends a minimum of 15 hours of service-learning, but actual requirements vary).

2. When a project is identified please address the following:

- The total number of students that the site can accommodate is: _____.
- The number of students to be on site at any given time is: _____.
- Who will be responsible for scheduling?
Student _____
Faculty member _____
Community partner _____
- The service-learning student will be supervised by: _____.
- The date the student can begin service on is: _____.
- The date they must end service on is: _____.
- Hours that the agency/organization is open: _____.
Hours available for the service-learning project: _____.
- Please describe the details of the service. (This may be a specific project to be completed, a template or timeline, or general expectations of daily activities) _____

- Discuss the following expectations of students in the community:
 Dress code _____
 Punctuality _____
 Sign-in procedures _____
 Other _____

3. Please discuss the following coordination issues:

- Will there be an agency orientation? _____
 What are the available dates? _____
- What CCE forms will you use and who will be responsible for them?
 Student availability sheets (to facilitate scheduling): _____
 Placement sheets (to provide location and transportation information): _____
 Service-logs (to track hours): _____
 Individual student evaluation sheets (to assess student performance): _____
 Contact sheet (lists all students and contact information for each site): _____
 Does the site require mandatory:
 Medical checks _____
 Background checks _____
 Supervision requirements _____
 Safety requirements _____
 Training _____
 Other _____

4. Maintaining a partnership:

- How do you prefer to communicate with each other?
Faculty contact information:
 Email _____
 Phone _____

Community partner information:
 Email _____
 Phone _____
- It is suggested that you establish a regular schedule of check-ins to discuss the progress of the project. Please describe how you will do this and when: _____

- What will be the procedure for expressing concerns? _____

If you have any questions, the CCE can be reached at 716-878-3919, or cce@buffalostate.edu