# **Experiential Learning Agreement**

# Community Partner - Concordia University

Experiential Learning (EL) is learning by doing. Concrete experiential learning, followed by reflection, abstraction, experimentation, and looping back to concrete experiential learning, is a process that results in optimal learning outcomes.

At Concordia University, through community-based EL, students take part in research for social change or do internships within a community, and connect this experience to their studies. These opportunities give students the unique opportunity to contextualize what they learn in class, and help them to absorb, retain and apply knowledge in a way that is more profound than a traditional lecture-based course. Students also benefit in many ways by engaging in the community. Community Partners have the opportunity to work with students who will share their time, energy and knowledge to help the organization achieve its goals.

## **Purpose of this Agreement:**

Community-based EL should provide a mutually beneficial experience for both the student and the Community Partner. We aim to set a high standard for reciprocal partnerships by engaging with partners at the design stage to determine an appropriate framework for the recognition and compensation of the partner’s contribution to the students’ learning experiences. An appropriate framework includes ensuring that:

* Student placements demonstrate responsiveness to a locally-expressed need or priority;
* Outcomes of student work must be accessible (knowledge translation) to the practicum host and their stakeholders;
* Practicum hosts participate in the evaluation of student work;
* Practicum host participation is compensated as appropriate (this could include, among other things, financial compensation, in-kind compensation, and access to services and programs at Concordia.

This agreement is the first step in establishing this reciprocal relationship and it seeks to:

* Outline the goals of this project
* Identify the key tasks to be completed by the student(s) and the deliverables expected by the community partner
* Ensure that the community partner, the student and the Concordia representative all understand their respective roles and responsibilities

## **Project Description**

|  |  |
| --- | --- |
| Project Name |  |
| Goals and Objectives |  |
| Tasks for Student(s) |  |
| Expected Deliverables |  |

## **Project Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | End Date |  |
| Proposed schedule of work |  | | |

## **Contact Information**

### **Community Partner**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Person |  | | |
| Title |  | | |
| Organization |  | | |
| Address |  | | |
| City |  | Postal Code |  |
| Telephone |  | Fax |  |
| Email |  | | |

### **Concordia Staff or Faculty Representative**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Person |  | | |
| Title |  | | |
| Department |  | | |
| Address |  | | |
| City |  | Postal Code |  |
| Telephone |  | Fax |  |
| Email |  | | |

### **Student**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Telephone |  | Fax |  |
| Email |  | | |

## **Commitment**

This agreement is entered into between Concordia University and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Dates of the Agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Partner Concordia Representative Student

## **Expectations**

In order to create the optimal experience for all stakeholders, the expectations on the part of students, faculty, staff members and community partners are outlined below.

### **Student expectations**

* Meet the community partner’s goals, which are set out at the start of the activity.
* Be punctual and show up as expected. Inform partner well in advance when you are unable to do so. Student schedules may not always harmonize with the community partner’s schedule, so please plan ahead.
* Ensure professional behaviour (including dress code).
* Ensure partner confidentiality.
* Familiarize yourself with the environment prior to starting the activity.
* Report any untoward activity immediately.
* Ensure that background/criminal checks have been completed before working with vulnerable communities.

### **Concordia Faculty/Staff Representative Expectations**

* Design the EL project and identify goals, tasks and deliverables in collaboration with the Community Partner
* Ensure the Student(s) is adequately prepared with the skills and knowledge needed to engage responsibly with the Community Partner and to meet the goals set out for this project
* Respond to any questions or concerns from the Student in a timely way
* Respond to any questions or concerns from the Community Partner in a timely way

### **Community Partner Expectations**

* Design the EL project and identify goals, tasks and deliverables in collaboration with the Concordia Faculty/Staff Representative
* Provide training and orientation regarding the unique nature of your environment to help the student navigate appropriately.
* Provide guidance and support, as needed throughout the activity, and quantify/qualify this prior to the beginning of the activity.
* Provide timely feedback, if necessary, to faculty and staff, about any concerns.
* Complete an evaluation at the end of the activity.

## **Additional Resources**

Please visit the Concordia University web site for access to resources on Official University Policies [<http://www.concordia.ca/about/policies/theme.html>]

To report any concerns or to seek additional support related to this EL project, please contact the program director at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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