

# PROJECT TITLE

## SCOPE OF WORK | SEM.YEAR

### Community

#### City Partner

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

#### Secondary Partner

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

### Indiana State University

#### Faculty Partner

Name \_\_\_\_\_

Dept. \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

#### SC Partner

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## **Course Information**

Name: \_\_\_\_\_ Credits: \_\_\_\_

Course Description:

## **Community-Identified Issue**

*Describe the general issue identified by the partner city and/or community contact. This can be the overarching project and its identified issues or need or can be a component of the overarching projects and small need identified.*

## **Community Objectives**

*The community objectives for the overarching project come from the partner city and/or community contact. These should be developed in initial conversations for the community-identified issue.*

## **Expected Course Deliverables**

*These should be the end deliverables that the students present at the end of the submitted course. This should be relevant to the needs of the partner city and/or community partner while still relevant to the student learning.*

## **Learning Outcomes**

*These should be the learning outcomes designated for your students that are relevant to this project and its relation to course content.*

## **Responsibilities**

Community

*These should be the responsibilities the partner city and community partner has to do to make the project work and provide expected course deliverables.*

Faculty

*These should be the responsibilities the faculty member has to do to make the project work and provide expected course deliverables.*

## SC

*These are standard responsibilities that can be expected for the SC representative. If there are any other necessary responsibilities needed from the community or faculty, they can be added here.*

1. Facilitate fulfillment of the scope of work via periodic check-ins and engaging partners in discussion about progress and collaboration. Can help by facilitating meetings, providing operations coordination, and any other needs.
2. Assist faculty and community in locating any needed data, information, metrics, historical details, other contacts, and more that is relevant to the project and providing the expected course deliverables.
3. Arrange logistics for site visits to the city partner, in guidance with the experiential guidelines.
4. Provide any presentations about the ISU Sustainable Cities program to classes or other organizations when necessary.
5. Attend all presentations of end deliverables and any other events necessary to document, promote, and support students' efforts in the community.
6. Conduct assessments of partners' and participants' experiences during the entire program.
7. Request, collect, and compile information for final SC reports in the ISU Sustainable Cities Report Repository.

## Resources

*This section represents the resources available from the ISU Sustainable Cities program and ISU that could be relevant to faculty and community partners. Any additional resources can be supported by SC staff.*

Transportation – Courses will have the opportunity to visit the community at least once with financial support of SC if it is beneficial for the integrated project. A transportation request must be filled out and submitted to the SC staff.

Center for Community Engagement – The Center for Community Engagement can provide further support and assistance in integrating these projects and troubleshooting any pedagogical issues.

Faculty Center for Teaching Excellence – FCTE can provide any additional brainstorming and troubleshooting with lecturing and matching course materials to project integration.