



John Carroll University

CENTER FOR SERVICE AND SOCIAL ACTION

Community Partner Expectations

Community Partner staff will:

- Identify a **main point of contact** to coordinate needs, times, and activities
- **Orient** students to your organization, sharing the history, mission, and scope of the organization's work
- Create a **safe and supportive** environment, even virtually, for students and provide any training that is required
- Identify **weekly or project-based activities** in which JCU students will serve for approximately ten weeks in a given semester
- Ensure that JCU students will **work directly with** the people who are being served by the community partner in the activity
- **Supervise** the students at all times in the activity
- **Communicate** clearly and in a timely manner with CSSA staff about all issues, concerns, or cancellations that may arise in relation to the service activity

CSSA Expectations

CSSA staff will:

- **Communicate** regularly with community partners and work to build **mutually beneficial** relationships
- Work with faculty and community partners to **develop service activities** which support and enhance students' academic coursework through meaningful and respectful community engagement
- Conduct **pre-service workshop** sessions for JCU students addressing the attitudes and cultural sensitivity needed
- Coordinate JCU students' enrollment and **registration** for service
- Provide **Zoom links** for weekly service opportunities if needed by the Community Partner
- Track service **hours** and maintain weekly **attendance records**
- Seek and provide **feedback** with community partners, service participants, and faculty regarding the service experience