

Community Partner Agreement

Dickinson College's Center for Civic Learning and Action (CCLA)
Bonner Community Engagement Fellows Program

As a CEF host, site supervisor for a young professional, and Dickinson co-educator, I agree to the following requirements of the CEF program, which are the conditions to host a student intern:

- I will meet 1:1 with my student intern at least weekly or biweekly regarding their responsibilities. This regular check in establishes a structure of accountability, communication, and support.
- I will complete all required documentation (Timesheet Approvals, Community Learning Agreement, Mid-Year Report, End of Year Report) to ensure that this partnership is a strong fit for both my organization and my Fellow's learning experience.
- I will work with my student to tailor the experience to the needs of my organization *and* their skills, strengths, and interests. If the intern is meeting your expectations and gains your trust, you will work to advance their responsibilities and leadership over the course of their internship with you.
- I will communicate any issues or concerns with the student directly and with the CEF Program Director.
- I agree to train a young professional with the flexibility and understanding that their academic commitments remain a priority and that this might be their first professional experience.
- I commit to creating a professional environment in which student interns are welcome, devoid of harassment and discrimination, and tasked with professional responsibilities that prioritize learning and career development.
 - *For example, working on grant, developing curriculum, processing documents, or interfacing with clients are all appropriate while making coffee, cleaning the office, or exclusive filing of paperwork are not appropriate.*
- I will attend the CCLA Partners Workshop offered annually each summer for all hosts. Covered topics include:
 - Updates to the program and key elements
 - Examining the role of race and identity in student development
 - Nurturing strong professionalism
 - Creating a developmental progression for internship projects

Commitments

- You will have a Dickinson-paid, CCLA-trained student employee for at least six academic semesters with your organization.
 - In the case that your Fellow ends their term early or resigns from their position, the CEF Program Director will work with you to place another student within one academic year.
- You have the power to ask for an intern's resignation from your organization if they are not meeting the standards of your position.
- You may withdraw from participation in the program at any time.

- You have access to wide variety of Dickinson’s resources, including requests to use campus spaces without charge, professional development offerings (e.g. institutes, book groups) and events, and priority access to other opportunities to collaborate (e.g. research partnerships, shared grant proposals, hosting days of service). You are also invited to reach out with additional requests and we are happy to discuss other opportunities to collaborate as well.
- You will be invited to our Community Partner Advisory Council meetings to offer input on CCLA priorities and projects and as co-scholars on research projects or professional conferences.

Please sign and date below to confirm that you agree to these guidelines, expectations, and commitments:

Supervisor Name_____

Supervisor Signature_____

Date_____