*This template can be used for project development between a faculty member and an external partner to negotiate deliverables and find balance between the learning needs of the students and the organizational needs of the partner. It is intended as a guide to ensure the needs, goals, and accountabilities of each partner are established with reciprocity and shared responsibility. Transparent communication, role determination, and managing expectations are crucial parts of this process.*

**Course name and semester:**

**Date:**

**Participants:**

**Partner Organization or Business**

Business or Organization name:

Mission/values:

|  |  |
| --- | --- |
| **Project/Placement** | |
| Partner goals for the project  (list any specific targets of outcomes desired) | * … * … * … |
| Key deliverables  (concrete outputs you expect from the project) | * … * … * … |

|  |  |
| --- | --- |
| **Students** | |
| Skills sought  (list the skills necessary for the project) | * … * … * … |
| Skills to be developed  (list the skills that you think students will develop through the project/placement) | * … * … * … |
| Additional learning and/or development opportunities  (any extra learning and/or opportunities that your business/organization will offer the student(s)) | * … * … * … * … |

**Instructor (or Course Team)**

Instructor name:

Course mission/objectives:

|  |  |
| --- | --- |
| **Project/Placement** | |
| Partner goals for the project  (list any specific targets of outcomes desired) | * … * … * … |
| Key deliverables  (concrete outputs you expect from the project) | * … * … * … |

|  |  |
| --- | --- |
| **Students** | |
| Skills sought  (list the skills necessary for the project) | * … * … * … |
| Skills to be developed  (list the skills that you think students will develop through the project/placement) | * … * … * … |
| Additional learning and/or opportunities  (any extra learning and/or opportunities that the course/instructor could offer to the students ie) research positions, scaffolded engagement to other courses) | * … * … * … * … |