*This template can be used by faculty and a community partner to reflect on and evaluate the outcomes of a project/placement and partnership. The content of this template is organized to facilitate a reflective assessment of a recently completed CEL project or placement and to evaluate the efficacy of an ongoing partnership for teaching, learning, and/or research. This template can be used with both parties present and contributing in real-time, or as a series of discussion prompts or conversation guide. If it is not used by both parties in real-time, follow up from the instructional team is highly recommended to ensure equitable capture of the discussion and for ongoing relationship development. Demonstrating trust, respect, and care are crucial parts of this process.*

**Course name and semester:**

**Date:**

**Participants:**

**Step 1: Reflect on Your CEL Project/Placement**

**Note:** If you have a partnership or project/placement agreement, you can reference this document to see if both faculty and partner feel that the partnership upheld the commitments expressed in this original agreement.

For partnerships that will not continue or where a decision is pending, this section can be used to reflect and exchange constructive feedback. For partnerships that are ongoing/continuing, this is an opportunity to reflect forward and build your relationship.

|  |  |
| --- | --- |
| [Faculty name] objectives and desired outcomes:   * List here… | [Community partner name] objectives and desired outcomes:   * List here… |
| Do you feel that the CEL project or placement achieved your original objectives and desired outcomes? Explain your thoughts in detail to your partner. Take turns making notes while your partner speaks:  Enter notes here… | |
| Together, discuss and identify at least two successes of the project/placement:   * List here… | |
| Together, identify at least one learning from the above successes.   * From our successes, one learning we have identified is…   [*Complete if partnership will continue*] Explain how you will both use this learning to ensure continues success in future projects/placements:   * We will use this learning to ensure future success by… | |
| Together, discuss and identify any challenges related to the project/placement:   * List here… | |
| Together, identify at least one learning from the above challenge(s).   * From our challenge(s), one learning we have identified is…   [*Complete if partnership will continue*] Explain how you will both use this learning to address the challenge(s) in future projects/placements:   * We will use this learning in the future to address the challenge(s) by… | |

**Step 2: Reflect on Your Partnership**

|  |  |  |
| --- | --- | --- |
| **Rate your experience of the following qualities in your ongoing partnership from 1-5 (1 = unsatisfactory, 5 = excellent)** | **[Faculty name] Partnership reflections:** | **[Community-partner name] Partnership reflections:** |
|  |  |  |
| **Reciprocity**  *Reciprocity refers to the experience of shared responsibility, risk, and rewards in the partnership, including whether the partnership was mutually beneficial*.  Discuss your rating and explanation with your partner, ensuring that you speak with care, respect, and authenticity. | Rating:  Explanation: | Rating:  Explanation: |
| [*Complete if partnership will continue*] With your partner, identify at least one individual action you will take to contribute to reciprocity in your partnership: | * I will… * I will do this by… * I will know I am successful if/when… | * I will… * I will do this by… * I will know I am successful if/when… |
|  | | |
| **Positive Impact**  *Positive impact refers to the experience of beneficial effects from the partnership activities.*  Discuss your rating and explanation with your partner, ensuring that you speak with care, respect, and authenticity. | Rating:  Explanation: | Rating:  Explanation: |
| [*Complete if partnership will continue*] With your partner, identify at least one individual action you will take to contribute to positive impact in your partnership: | * I will… * I will do this by… * I will know I am successful if/when… | * I will… * I will do this by… * I will know I am successful if/when… |
|  | | |
| **Communication**  *Communication refers to the experience of transparent, timely, and two-way communication in the partnership*.  Discuss your rating and explanation with your partner, ensuring that you speak with care, respect, and authenticity. | Rating:  Explanation: | Rating:  Explanation: |
| [*Complete if partnership will continue*] With your partner, identify at least one individual action you will take to contribute to communication in your partnership: | * I will… * I will do this by… * I will know I am successful if/when… | * I will… * I will do this by… * I will know I am successful if/when… |
|  | | |
| **Relationship**  *Relationship refers to the experience of respect, trust, empathy, accountability, and care in the partnership.*  Discuss your rating and explanation with your partner, ensuring that you speak with care, respect, and authenticity. | Rating:  Explanation: | Rating:  Explanation: |
| [*Complete if partnership will continue*] With your partner, identify at least one individual action you will take to contribute to your partnership relationship: | * I will… * I will do this by… * I will know I am successful if/when… | * I will… * I will do this by… * I will know I am successful if/when… |
|  | | |

**Step 3: Next Steps** [Complete if partnership will/may continue]

After completing this post-course reflection, schedule a time or date to follow-up with one another and give each party time to reflect on this discussion and/or determine whether to pursue continued partnership.