Checklist for A-122 Collaborators

Your Name:  
Your Organization:  

We agree that *(please check the corresponding bullet-boxes to indicate agreement)*:

- Our organization will offer opportunities for our HGSE student-team(s) to learn from the day-to-day work involved in our family, school, and/or community partnerships.
- Students will have the opportunity to experience engaging with families in schools during their project.
- The 3-4 team visits to our site will include a combination of sections A and B:
  - A (required):
    - Conversations and/or interviews with an executive director or equivalent (at least 1); staff (at least 2); and parents, students, teachers, or other partners (at least 2)
      ➢ **please confirm with students with whom and when these conversations will be scheduled**
  - B (depending on availability, suitability, and agreement of the site):
    - Observation of / participation in an event or meeting (name of event; date; and ability for observation/participation) and/or
    - Access to information or data that students will be invited review and/or analyze (this may include reviewing a website, materials sent to families, data from a survey, etc.)

We will*:

- Present the students with the following current challenge or problem for the student team to reflect on: *(Please describe briefly on back of this sheet)*
- Allow students to use their experience to guide what they explore, analyze, and write about.

*Either option you choose, students will use current education theories, frameworks, and examples of promising practice to examine their experience with you. **Please note:** Students are not trained to provide organizational consulting advice and will not do so.

We understand that:

- The project will begin in February 2020, with the majority of site visits occurring between mid-February and mid-March (and as agreed-upon between our organization and the HGSE team).
- We will receive a 2- to 3-page executive summary at the conclusion of the spring semester (May 2020).
- We will meet with our student-team for an initial meeting on _____________ [insert date] and, to the extent possible, we will set and confirm all future meeting dates, events, milestones, deadlines, check-ins, etc. (See Activity Schedule).

____________________________________________________________  _________________________
Collaborator signature          Date