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## *Community-Based Education Program*



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### **What Goes in your Project Agreement?**

As you are developing your draft Project Agreements, here are a few items to consider for inclusion. This process will take some time and consultation, but good planning now ensures a well managed project throughout the year.

- Task List – Indicate any and all tasks involved with completing the project. Be sure to note the estimated number of hours to complete each task. Please include information from the original proposal as well as information gleaned from the informational meeting with your host supervisor. Indicate your methodology. Be sure to include any recommendations of your professor or course requirements.
- Orientation – Dedicate time to learning about the organization and its mandate.
- Literature Review - Include any past community-based education (CBE) projects pertaining to your topic or your host. Projects are available in the Trent Centre Resource Centre and the U-Links Office.
- Meetings – Note meetings with research team (if applicable), host, professor, the CBE Staff.
- Project Updates – Schedule monthly status updates with all parties. This could be a brief email outlining your challenges and successes.
- Presentations – Schedule any class presentations. Present findings to staff and/or board of the host organization.
- Community Based Education Sharing – “Knowledge in Action” is a public presentation event to be held at the end of March. All Trent Centre students share their findings at public event. “The Celebration of Research” is also a public presentation held at the end of March where all the U-Links students share their findings. Details to follow.
- Budget and Costs – Be sure to note potential expenses.
- Outcomes – Describe what you will submit to your host and your professor.
- Evaluations – Set time aside for CBE and host evaluations.
- Distribution of Findings – Ensure your host, professor and CBE staff receive copies of your final project.

### **Next steps:**

1. Distribute a draft version to all parties seeking input on the final version.
2. Get signatures of all parties (student, professor, host supervisor, CBE staff) on the final version.
3. Submit all documentation to CBE Program staff (make copies for yourself).
4. Ensure your “WEPA”, Work Education Placement Agreement has been completed, signed by all parties and submitted to the CBE Program staff.
5. Let the project continue!

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