**Partner Community Project Lead Guidelines**

Thank you for agreeing to work with Bowling Green State University students and faculty as part of the partnership with the Vital Communities Initiative. Visit our website for more information about the program web link here

We are excited to be partnering with your community during this year and working together to have an impact in our region. Community Partner name here chose to be involved with this initiative to further programs and projects that are vital to the citizens and organizations in your community, and to create ongoing, mutually beneficial relationships with BGSU faculty, staff and students.

This semester there are number of projects linked to BGSU departments including, list departments here i.e. Art, Business, Public Heath, Geography, Architecture, Education, Gerontology, Music, and Recreation & Tourism.

Your role as the contact for the Name of Project with Name of Faculty Member and the Title of Class is vital to the success of the program. The time expectation for Project Lead contacts is about 2 hours a week. The beginning and end of the semester may take more time, whereas during the middle of the semester less time may be required. We encourage you to keep in regular contact with your faculty partner and establish an agreement about best ways to communicate and share information.

**Partner Community Project Lead are:**

* To attend (in person or remotely) the class at the beginning of the semester to meet the students, discuss the importance and nature of the project, and outline the expected deliverables. Where possible we hope to bring the students for a site visit during the semester.
* To respond in a timely manner to students and faculty regarding questions and other information they may need during the semester to complete your project.
* To ensure that student work is useful to your organization, and to treat the project as a professional encounter so students have a positive but realistic experience.
* To reach out to the faculty member if you have any concerns or questions about the progress or direction of the project.
* To attend the final student presentations and give appropriate input to the students about their work.

If you have any issues or problems during the term of your project please do not hesitate to contact the Partner Community contact name and details here who is overseeing projects at your end or BGSU Contact name and details who is the Program Coordinator for VCI, so the issues can be resolved quickly.

Attached is a list of the semester’s projects with a summary and information about your project.

Thank you for your cooperation in this effort and we look forward to a productive semester!