Draft – NOTE CUSTOMIZE TO THE SPECIFIC DESIGN OF THE COURSE AND REQUIREMENTS

**Faculty Agreement for VCI Participation - (SAMPLE AGREEMENT FROM UMD)**

**Semester:**

**Faculty Name:**

**Department:**

**Course Number & Title:**

**Project Name:**

The purpose of this Agreement is to identify mutual commitments from faculty and the partner community lead for the Vital Communities program for 2016-2017 academic year. This is not a legally binding document but serves to highlight the various parties’ responsibilities. It is understood that courses may not be offered or schedules may be changed for reasons beyond the control of faculty, BGSU-VCI staff or the partner community.

**Faculty Commitments:**

**Course teaching and management**

1. Execute course as described in the Project Proposal Summary and signed Memorandum of Agreement.
2. Work with Partner Community Project Leader staff on project (i.e. course’s VCI-focused work) as described in syllabus
3. Manage site visit logistics with the assistance of the CCCE
4. Manage documentation of any expenses for repayment by CCCE
5. Manage student communication with the Partner Community Project Leader or delegate one student as the point of contact
6. Coordinate and collaborate with other faculty and staff as necessary including accommodating courses, students, and staff that may be helping document and promote the VCI program, i.e. marketing, communications, etc.
7. Produce final draft product (reports, drawings, presentations etc.) by the end of the semester for the Partner Community Project Leader and the VCI editorial staff working on final reports, as appropriate

**Interaction/Communication with VCI**

1. Copy VCI staff on significant email interactions with Partner Community Project Leader on course projects – i.e. ones that affect syllabi, deliverable milestones or work scope or work quality
2. Inform VCI staff in a timely manner of any emergent issues requiring discussion or resolution
3. Coordinate with VCI product Editor as appropriate (final reporting)

**Program Participation**

1. Attend three “Learning Community” sessions managed by the CCCE before, during and at the end of the semester
2. Participate in Opening/Closing Events and organize student presentation(s) if requested
3. Help disseminate information about VCI to students and faculty colleagues
4. Participate in faculty component of VCI program evaluation and encourage students to complete their evaluation component

**Partner Community Responsibilities:**

1. Be available for questions/discussions (by phone) during the due diligence phase particularly and throughout the semester
2. Grant access to any locations, physical or human resources, materials, reports, data, etc. required to complete the project.
3. Attend and provide feedback to students and faculty members at a preliminary and final meeting/presentation of their work
4. Support in terms of any required materials and supplies to complete the project activities and produce final reporting.
5. Contribute to the costs of the course project and deliverables based on the VCI MOU

**VCI Commitments:**

1. Arrange any required travel for students and faculty/staff members and provide or reimburse any required materials, meals, and incidentals up to?
2. Pay faculty any contracted stipends, plus any expenses for travel, materials, supplies, etc., incurred in the delivery of the course
3. Assist in refining/producing final course products (e.g. editing, publication etc.)
4. Assist in resolving emergent issues with faculty or with Partner Community as needed
5. Provide VCI developed training sessions and Learning Community meetings
6. Organize Opening and Closing sessions with the Partner Community
7. Set up and manage VCI program evaluation
8. Assist in communicating course achievements and successes, on campus and to media and manage public relations and press releases for the reports produced by the students
9. Availability of BGSU - VCI staff and BGSU leadership to attend and participate in course and partner events related to the partnership

**Tentative Timeline:** Note each course project will have a variable timeline of activities based on the project design. The timeline will be specified in the course syllabus and the Project Summary

* **August –** PartnershipsKick-off
* **September –** Project Kick-off (end of month)
* **October/November –** Project Development and Activity
* De**cember –** Final Project Presentation

**Signed:**

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CCCE Director Faculty Member

SAMPLE

**Partner Community Project:** Jefferson Street Corridor

**Course Title (Number): Insert** Urban Design in the American City (ARCH700)

**Faculty Advisor:**

**Semester:**

**Class size:**

**Grad/Undergrad:**

**Primary Partner Community Contact:**

**Other Partner Community Contact:**

**Internal Constituencies:**

**External Constituencies:**

**Course overview:** This course will investigate current design issues and the phenomenon of the American city and its urban design characteristics in form and program. Students will examine formal, morphological issues in building fabric, landscape order and development programming and will work in groups in selected sites. The studio will engage precedents in urban design from the American context as well as other settings, and will propose a variety of solutions ranging from building-scale studies to larger questions of neighborhoods, corridors, public spaces and building fabric and type.

**VCI component:** The principle vehicle for these investigations will be sites in the City of X. Students will work initially in teams to develop analytical approaches, site histories, and appropriate precedents as well as in conjunction with stakeholders from X to identify sites for study and overall issues for development in general.

Once sites and problem area focuses are developed, students will work in teams to develop design proposals for each study area. Design proposals will be developed at a variety of scales, from the regional to the building, and will be explained and documented in plan, section and perspective views as well as three-dimensional models. The studio will engage the X community in a variety of formats, from small group meetings to larger workshops.

**Course deliverables:** In the end, a studio report documenting the sites, analysis and design proposals will be developed to guide further speculation for each of the sites undertaken.

**Student Learning Objectives:**

Students will focus upon studio problems and theories concentrating on urbanism and urban design techniques. Issues and sites range from high density urban in-fill to suburban and greenfield development in American and other contexts. Studio theories explore such topics as Contextualism, Neo-Traditional design, Transit-Oriented Development, density, sustainable development, building typology, and street design.