



## Tips for Community Partners and a Successful CPC Project

The suggestions and tips below were provided by past Community Partners who participated in a CPC project.

- If your board has to approve participation in this project, make sure that is done before you even apply to the CPC for assistance.
- Make sure your organization is ready for this project to begin. It provides a more meaningful experience to the students when the work will be put to use or implemented rather than sit on a shelf.
- Meet with the faculty member(s) and CPC staff as soon as you can to start developing your scope of work with them. Set clear goals and guidelines for the work being done.
- When the CPC sends you your MOA, be sure to get it signed and back to them in a timely manner.
- Have an open line of communication with the CPC staff, the faculty member(s), and the students.
- Be sure to respond to emails or phone calls from the students or faculty in a timely manner. If you don't get back to them, they can't continue working on the project.
- The students can bring a fresh perspective to your organization – listen openly to their ideas and provide them with constructive feedback.
- If the students or faculty ask you to join them for a meeting or presentation, make the time to go. It's important to offer your feedback early and often.
- Invite others from your organization to participate in the process when it is appropriate.
- Offer to feed the students if they are coming to your office for a meeting during lunch time or after work hours. Students appreciate a snack or a meal.
- Make sure you and your staff have the time to dedicate to this project.
- Feel free to check in with the students and faculty throughout the project to see how things are going.
- Invite the students working on your project to your organization. Show them around, introduce them to your staff and clients, and help them understand how your organization operates.
- Use the Asana project management system. It really makes tracking the process on the project easy and is a great way for you to communicate with the students and faculty in an efficient manner.
- After the project is over, stay in touch with the CPC staff and faculty and tell them how the work is impacting the organization.
- Remember that a CPC project is a way for students to put their knowledge and skills to use in a real world setting. That being said, projects like this are much different than a typical school project. They take a large amount of time and coordination with various people.
- Your language and understanding of terms may be different from that of the students and faculty. Ask for any clarification early on during the process and agree upon common terminology and definitions.
- Teamwork is very important during a CPC project. If other staff members from your organization are assisting with this project, make sure to delegate tasks and responsibilities early and make sure everyone stays on task.
- A CPC project teaches students about creating real client relationships – be a stellar client.