



Tips for RWU Students Working on CPC Projects

The suggestions and tips below were provided by RWU Students who participated in a CPC project as part of a course, a work study, or a graduate assistantship.

- Working on a real-world project is much different than a typical school project. Projects of this scale take a large amount of coordination with various people – be open to their opinions.
- Ask other faculty, outside organizations and individuals to share their knowledge with you on the topic or the organization.
- Your language and understanding of terms may be different from that of the community partner. Ask for any clarification early on during the process and agree upon common terminology and definitions.
- Just remember, what you like, may not be what the community partner likes.
- Teamwork is very important during a CPC project. Delegate tasks and responsibilities early and make sure everyone stays on task.
- Start your project work early and don't let the semester get away from you. The last thing you want to do is let down the community partner and their organization.
- If you're working as part of a team, assign a project manager on the first day. This person should act as the designated contact person with the community partner.
- Set a schedule at the beginning of the semester for group meetings. Get them on everyone's calendar early before the semester gets too busy.
- It is really helpful to create a timeline for your work and to enforce that timeline with the whole team working on the project.
- Set clear goals and guidelines for the work being done. This will make sure everyone working on the project knows what they are responsible for.
- Reach out to your community partner as soon as you can and set up a meeting. The more involved the community partner is the better final product you'll have at the end.
- It's great to email your community partner and team members, but don't forget about the telephone either! If you don't hear back from them in 48 hours via email – call them!
- If there are other classes working on the same project or similar projects for the same community partner, find time to meet with them throughout the semester. It will be a more cohesive project if everyone knows what work is being completed.
- Listen to the community partner, and utilize their input and comments. No matter what your personal views are on the project, their opinion comes first.
- Start early, get as much information as possible and develop a relationship with the CPC staff. They are there to help you.
- If you are compiling a large report at the end of the project with all of the work, work on that report throughout the semester. Then you won't have to scramble at the end to pull everything together.
- Be excited about these projects, people will respond positively to your enthusiasm and desire to learn and be involved.
- Remember, a CPC project is about creating a real client relationship.