

# JPC Project University Community Partnership Agreement<sup>1</sup>

## I. Project Partner Contact Information

Primary JPC Student Contact Name: Primary JPC Student Email: Primary JPC Student Phone:
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Community Partner Organization: Organization Address: City, State, Country, Zip Code: Community Partner Contact Name: Community Partner Contact Title: Community Partner Contact Email: Community Partner Contact Phone: Community Partner Contact Name:
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Faculty Advisor Name: Faculty Advisor Title: Faculty Advisor Email: Faculty Advisor Phone:
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**\*if JPC project occurs during summer, please provide summer contact information**

## II. Articulation of Project Details

**JPC Project Description:**

**Work Description:**

**Duties and Responsibilities:**

**Evidence of Project Completion and Evaluation:**

**Learning Objectives:**

**Time Commitment:** (Hours per Day; Total Days/Month)

## III. Statement of Partners' Commitment to the JPC Project

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<sup>1</sup> Agreement adapted from Tufts University, January 2010.

The following statements affirm the responsibilities for each of the parties involved in this community partnership. Each signature at the bottom of the page confirms that each partner has read, understood and accepted this agreement.

**JPC Team:**

- We will respect and abide by the community organization's guidelines and policies.
- We will respect and abide by all applicable guidelines, policies, and procedures of the University of Virginia.
- We will discuss any school holidays or breaks with the community partner before the start of the project, and we will notify him/her if we must be late or absent.
- We understand our commitment to the organization and the community partner, and we will be dependable.
- We understand the expectations and goals of the project we will complete.
- We will address challenges and/or concerns with our faculty advisor and the community partner.
- We will maintain efficient and consistent communication with the organization and our faculty advisor as agreed upon.
- We will meet with the community partner and faculty advisor in order to receive feedback throughout our work.
- We will complete any necessary evaluation at the end of our project.
- We understand and agree that assignments made pursuant to the JPC and this agreement involve unavoidable risk, despite the best efforts of the University of Virginia to provide for our health and safety, and we hereby assume all reasonable risk associated with our participation in the JPC.

**Community Partner:**

- I will provide an orientation to the organization, and I will be clear about my expectations.
- I will give appropriate time and effort to effectively collaborate with the students, and I will give feedback as appropriate.
- I will address challenges and/or concerns with the students and the UVa faculty advisor.
- I will maintain efficient and consistent communication with the students and the UVa faculty advisor as agreed upon.
- I will complete any necessary evaluation at the end of the students' project.

**UVa Faculty Advisor:**

- I will maintain an open relationship with the organization and community partner.
- I will give appropriate time and effort to effectively advise the students, and I will give feedback as appropriate.
- I will address challenges and/or concerns with the student and the community partner.
- I will maintain efficient and consistent communication with the student and community partner as agreed upon.
- I will complete any necessary evaluation at the end of the project.

**Signatures:**

JPC Student Team Member	Date
JPC Student Team Member	Date
JPC Student Team Member	Date
JPC Student Team Member	Date
JPC Student Team Member	Date
Community Partner	Date
UVa Faculty Advisor	Date

- Please submit a copy of this signed agreement to:
- the University Community Partnerships office
  - your Community Partner
  - your Faculty Advisor