**Instructor Checklist for Community-Based Research Project**

**Prior to the semester:**

[  ] Incorporate language about the community-based research project into the course description and course syllabus.

[  ] Reach out to office/staff across campus to come up with a list of non-profit organizations (such as center for outreach/volunteerism or service-learning).

[  ] Contact non-profit organizations to see if there is interest in a project.

[  ] Once the organizations are determined, determine schedule for project (dates and times on-site, deadline for project) and set expectations for community organization.

[  ] Start brainstorming possible projects for each organization.

**At the beginning of the semester:**

[  ] Clearly set student expectations, define community-based learning and outline the project.

[  ] Confirm with organization: dates/times, deadlines, expectations (including log reports).

[  ] Gather student preferences of organization placements.

[  ] Assign groups to each organization; connect students to organizations via email.

**During the project:**

[  ] Monitor progress (using log reports); intervene if necessary.

[  ] Make sure projects are well-defined.

[  ] Do mid-term peer evaluation to students; intervene if necessary.

**At the end of the semester:**

[  ] Coordinate site visits for group presentations (or host them on campus).

[  ] Provide written and verbal feedback on presentations and draft reports.

[  ] Distribute final copies of report, presentation and spreadsheets to organizations.

[  ] Thank each organization and staff on campus that helped, and ask for a brief evaluation.

[  ] Administer peer evaluations to students.