



EPIC-AFRICA BEST PRACTICES GUIDE

EPIC-NETWORK



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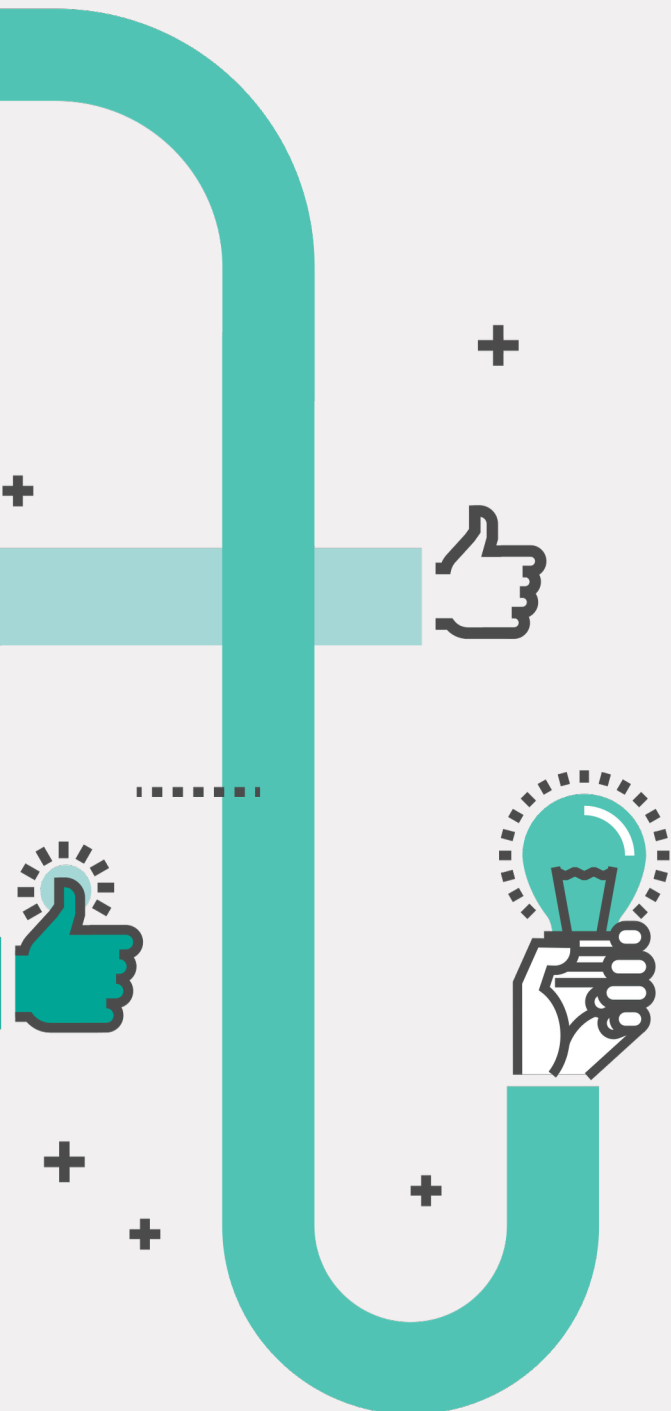
WELCOME!

Welcome! We are so glad you're interested in university/community engagement work.

This brief best practices guide will provide you with tips and tools to help you navigate your community partnerships. If you're looking for more in-depth guides for faculty and community partners, you can view those below:

- [Africa Faculty Guide](#)
- [Africa Community Guide](#)
- [Africa Brochure](#)

This guide touches on important inflection points within your partnership, including partnership development, communication, evaluation and assessment, and more. All information has been gathered by EPIC-N staff and member programs. Interested in learning more about EPIC-N? Visit our website [here](#).



PARTNERSHIP DEVELOPMENT

Building trust isn't always easy, but it is essential for creating a successful university/community partnership. Here are some tips on how to build trust:

- Approach the community where they are: Go to local government gatherings (city council meetings, town halls, festivals, presentations, etc). Showing up to where they are rather than asking them to come to you demonstrates genuine commitment and interest.
- Don't approach the community with an agenda. Ask them what they need help with, what they wish they could spend more time on, and what work has been put on the backburner.
- Emphasize that you are looking to help them with THEIR challenges, not pursue your own research agenda.
- Showcase the success of these projects elsewhere: Share the [EPIC-N project library](#) with them so they can explore the 2,000+ projects completed using the EPIC Model.
- Clearly map out the responsibilities and roles of each partner. This should be written down and formalized within a scope of work agreement signed by both partners. View the [EPIC-Africa Faculty Guide](#) for a more detailed description of the scoping process. ([Africa Faculty Guide](#))

COMMUNICATIONS

Transparent and frequent communication is important in ensuring the community partner is being heard and kept up to date with project happenings. Here are some tips to consider:

- Use plain language: Academics can get caught up in jargon and the use of abbreviations. Making sure your language is clear and accessible is important!
- Be honest and realistic about the student work. Don't overpromise on what students can accomplish within the set time period. Community partners should have a clear vision on what the students can reasonably do, and what they will need additional support on.
- Set up regular check-ins with the community partner. These can be as frequent as the partner desires, but providing them a space to voice questions and concerns is essential in facilitating a trusting partnership.



EVALUATION AND ASSESSMENT

Providing comprehensive 360 evaluations after the partnership ends provides you and the community partner with the feedback needed to improve your program. Here are some tips on how to accomplish this:

- After the project is completed, send evaluations to your community partner, faculty, and students. You can find a sample evaluation calendar [here](#). We have provided template evaluations for each group below:
 - [Faculty](#)
 - [Students](#)
 - [Community Partner](#)
- Use the results from the evaluations to modify and strengthen your partnership approach. Interviews with participating groups after the project ends can also yield valuable feedback.
- If possible, try to approach your community partner 2-3 years after the partnership ends in order to assess the long-term impact of the project(s). Doing this can help you determine whether the project recommendations were put into action, how the partnership impacted the community, and what new opportunities emerged as a result. View a template long-term impact evaluation [here](#).

COMMON PITFALLS TO AVOID:

Many programs face similar challenges when engaging with community partners. We've compiled some of their tips to help you steer clear of these pitfalls:

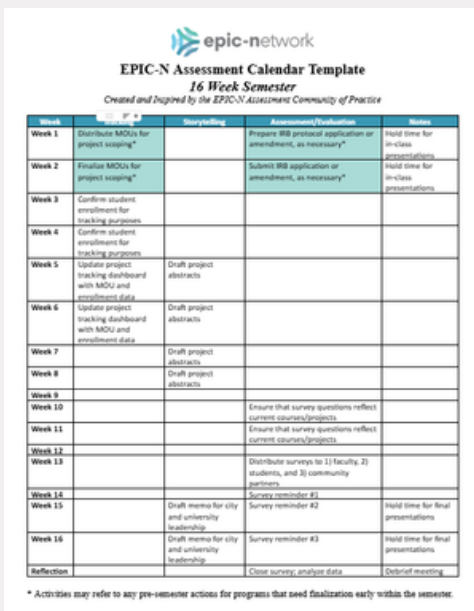
- Come to the community ready to listen. Avoid coming with your own research or publication agenda.
- Avoid overpromising! Be realistic about what students can accomplish within the set time period.
- Bring all affected community groups to the table. It is better to have too many people participating than to unintentionally exclude important groups.
- Treat the partnership as a long-term relationship, not a one off project. Most programs partner with a community multiple times. These long term partnerships are important in building program sustainability.



PRACTICAL TOOLS AND TEMPLATES:

Here are some tools and templates you can use to strengthen your program:

- [Evaluation Tools](#)
- [MOU Templates](#)
- [Sample MOUs](#)
- [Communication Tools](#)
- [Report Writing Resources](#)
- [Project Tracking Tools](#)
- [Funding Resources](#)
- [Project Management Tools](#)
- [SDG Resources](#)
- [Guides for Participants](#)



epic-network
EPIC-N Assessment Calendar Template
16 Week Semester
Created and Inspired by the EPIC-N Assessment Community of Practice

Week	Activity	Assessment/Evaluation	Notes
Week 1	Distribute MOUs for project scoping*	Prepare IRB protocol application or amendment, as necessary*	Hold time for in-class presentations
Week 2	Finalize MOUs for project scoping*	Submit IRB application or amendment, as necessary*	Hold time for in-class presentations
Week 3	Confirm student enrollment for tracking purposes		
Week 4	Confirm student enrollment for tracking purposes		
Week 5	Update project tracking dashboard with MOU and enrollment data	Draft project abstracts	
Week 6	Update project tracking dashboard with MOU and enrollment data	Draft project abstracts	
Week 7		Draft project abstracts	
Week 8		Draft project abstracts	
Week 9			
Week 10		Ensure that survey questions reflect current courses/projects	
Week 11		Ensure that survey questions reflect current courses/projects	
Week 12			
Week 13		Distribute surveys to 1) faculty, 2) students, and 3) community partners	
Week 14		Survey reminder #1	
Week 15	Draft memo for city and university leadership	Survey reminder #2	Hold time for final presentations
Week 16	Draft memo for city and university leadership	Survey reminder #3	Hold time for final presentations
Reflection		Close survey, analyze data	Debrief meeting

* Activities may refer to any pre-semester actions for programs that need finalization early within the semester.

Memorandum of Understanding
 Between
 The Board of Trustees of the California State University System, on behalf of
 San Diego State University
 and
 The City of National City

This Memorandum of Understanding ("MOU") is entered into on this 4th day of February, 2014 by and between the City of National City, a municipal corporation (the "City") and the Board of Trustees of the California State University system, on behalf of San Diego State University ("SDSU").

RECITALS

WHEREAS, the City and SDSU desire to continue their relationship in which SDSU and the City collaborate on a variety of programs; and

WHEREAS, an example of such a program is the Sage Project; and

WHEREAS, the collaboration between the parties may give rise to specific projects in which SDSU may be able to assist the City with an issue, concern, or problem; and

WHEREAS, the purpose of this MOU is to outline the general parameters of the collaboration; and

WHEREAS, the City and SDSU will enter into a separate Project Agreement for each project.

NOW THEREFORE, the City and SDSU agree as follows:

- Project Agreement** The City and SDSU shall enter into a separate Project Agreement for each project. A copy of the template for the Project Agreement is attached to this MOU as Exhibit "A". SDSU and the City agree to each and every provision of the attached Project Agreement.
- General Responsibilities of the City** The City shall:
 - Work with SDSU to develop potential projects;


1

2014 MOU between SDSU and City of National City

DRAFT

COVER
PICTURE
HERE

Main Title
Term Year • Department
 Student Author • Major Department
 Faculty name • Title • Department



THANK YOU



Interested in building an EPIC Model program? We'd love to help! EPIC-N provides value to universities by advancing their mission, improving their students' learning experience, and enhancing their reputation with public and private donors. EPIC-N offers an array of resources free of charge to its members with the goal of increasing the number, quality, performance, and influence of EPIC programs globally, and no dues or fees are required to join.

Reach out to us using the contact information below to learn more about EPIC-N, become a member, and get access to a plethora of tools to help kickstart your work!

info@epicn.org

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