Project Contract

Community Psychology Course Project Groups (PG) & Community Partner (CP)

Eric Mankowski, Ph.D.

The purpose of this contract is to outline the general expectations and responsibilities of both the Community Psychology Project Groups (PG) and the Community Partner (CP). This contract is specific to Community Psychology, and acts as an addendum to the Partnership Agreement between the Community Partner and the University Capstone Project. We recommend that each Project Group member be given a copy of the contract, and require that one copy be left with the Community Partner and one placed on file in the Community Psychology office.

Community Partner Agency/Project Name: _______________________________________________

Please complete attached Contact Information.

Both the Community Partner (CP) and the Project Group (PG) agree to:

1. Read & discuss the Community Psychology Course Description

2. Use the Scientific Method Approach described in the Course Description during the course of the project work.

3. Develop a mutually agreed upon Project Workplan & Budget to be turned in on 11/04/03

4. Establish a regular schedule for meetings as follows (note dates and times for Fall Term meetings). Meetings should be scheduled between the CP and the PG at least every other week (twice monthly).

The PG and the CP will meet on the following dates/times during Fall term:

_______________________________________________________________________________

_______________________________________________________________________________

5. Establish a written procedure for notifying PG and CP members if you cannot make a scheduled meeting.

6. Meet as a group with the Community Psychology Instructor and/or the Community Psychology Executive Committee at least once per quarter.

7. Make every effort to discuss and work through issues and problems as they arise, and to bring in the Community Psychology Instructor if needed for mediation or advising.

8. Contact Dr. Mankowski as early as possible if concerns or issues arise during the course of the Project Group.
9. Submit changes to the workplan or other agreements in writing to the Committee of the Whole and to Dr. Mankowski.
The Community Partner agrees to:

1. Make the necessary resources available to the PG (including time, human resources, space, materials, and information) for efficient completion of the workplan. The needed resources should be specified in the Workplan.

2. Meet with the Community Psychology Instructor and members of the Course to evaluate the PG’s progress.

3. Provide orientation or training to agency objectives, expected behavior, and protocols (e.g., confidentiality rules, etc) for the PG.

The Community Psychology Project Group agrees to:

1. Provide the equivalent of 4-6 hours per week per group member in support of the Project Group’s work. All required work should fall within the scope of the Project Workplan. Any additional work requested by the CP or provided by the PG is considered strictly voluntary.

2. Maintain professional demeanor, as reflected in appropriate dress, timeliness, and other behavior when conducting the work of the Project Group.

3. Establish a system for record meeting minutes and attendance and for distributing these to PG and CP members.

This contract must be signed by the CP representatives and all members of the Project Group.

Name__________________________________________________  Date: ________________________
Name________________________________________  Date: ________________________
Name__________________________________________________  Date: ________________________
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Name__________________________________________________  Date: ________________________
Name__________________________________________________  Date: ________________________
Name__________________________________________________  Date: ________________________
CONTACT INFORMATION

Community Partner Information

Rep #1: Name & title: ___________________________________________________________

Representing (agency or group): _________________________________________________

Address: ________________________________________________________________

Phone: ______________ Fax:_______________ Email: _________________________

What is the best way to get in touch with you? _________________________________

When are the best times to get in touch with you? _______________________________

Contact notes (note any restrictions or special instructions): _______________________

___________________________________________________

Rep #2: Name & title: ___________________________________________________________

Address: ________________________________________________________________

Phone: ______________ Fax:_______________ Email: _________________________

What is the best way to get in touch with you? _________________________________

When are the best times to get in touch with you? _______________________________

Contact notes (note any restrictions or special instructions): _______________________

___________________________________________________

Rep #3: Name & title: ___________________________________________________________

Address: ________________________________________________________________

Phone: ______________ Fax:_______________ Email: _________________________

What is the best way to get in touch with you? _________________________________

When are the best times to get in touch with you? _______________________________

Contact notes (note any restrictions or special instructions): _______________________

___________________________________________________
Community Psychology Project Group Contact Information

#1: Name: _________________________________________________________________
    Phone: ______________ Fax:_____________ Email: _________________________
    What is the best way to get in touch with you? _____________________________
    When are the best times to get in touch with you? ___________________________
    Contact notes (note any restrictions or special instructions): ____________________

#2: Name: _________________________________________________________________
    Phone: ______________ Fax:_____________ Email: _________________________
    What is the best way to get in touch with you? _____________________________
    When are the best times to get in touch with you? ___________________________
    Contact notes (note any restrictions or special instructions): ____________________

#3: Name: _________________________________________________________________
    Phone: ______________ Fax:_____________ Email: _________________________
    What is the best way to get in touch with you? _____________________________
    When are the best times to get in touch with you? ___________________________
    Contact notes (note any restrictions or special instructions): ____________________

#4: Name: _________________________________________________________________
    Phone: ______________ Fax:_____________ Email: _________________________
    What is the best way to get in touch with you? _____________________________
    When are the best times to get in touch with you? ___________________________
    Contact notes (note any restrictions or special instructions): ____________________
#5: Name: _________________________________________________________________

Phone: ______________ Fax:_____________ Email: _________________________

What is the best way to get in touch with you? _________________________________

When are the best times to get in touch with you? ______________________________

Contact notes (note any restrictions or special instructions): _______________________

#6: Name: _________________________________________________________________

Phone: ______________ Fax:_____________ Email: _________________________

What is the best way to get in touch with you? _________________________________

When are the best times to get in touch with you? ______________________________

Contact notes (note any restrictions or special instructions): _______________________

#7: Name: _________________________________________________________________

Phone: ______________ Fax:_____________ Email: _________________________

What is the best way to get in touch with you? _________________________________

When are the best times to get in touch with you? ______________________________

Contact notes (note any restrictions or special instructions): _______________________

#8: Name: _________________________________________________________________

Phone: ______________ Fax:_____________ Email: _________________________

What is the best way to get in touch with you? _________________________________

When are the best times to get in touch with you? ______________________________

Contact notes (note any restrictions or special instructions): _______________________