

Best Practice	Characteristics: What does it look like?	Purposes: What does it do?
Communication	Open, honest, transparent, frequent, varied forms	Builds trust and working relationship, facilitates progress and feedback, surfaces challenges, highlights similarities and differences in priorities, understanding of partner perspectives
Assessment	Ongoing, start in planning stage, outcomes that are measurable and attainable, outcomes established for university and community, involves use of tracking and data collection through mechanisms like surveys, interviews, and reflection	Promotes accountability and clarity, provides feedback on strengths and challenges, builds capacity for visibility and funding
Student Preparation	Intentional, thorough, written and verbal clarity, adequate orientation that is co-led or co-designed	Builds buy-in, clarifies expectations and benefits, provides space to address concerns, increases respect and sensitivity
Asset-Based Approach	Identifies and builds on existing community assets and resources such human, social, cultural, and physical capital (people, associations, institutions); values local knowledge, decision making, and priorities; is flexible and adaptable	Respects and empowers community, supports movement toward a holistic and emergent approach, builds sustainability and community capacity
Direct Faculty Involvement	Responsiveness, availability, presence and visibility outside the classroom	Builds trust and working relationship, inspires students, faculty involvement is often an indicator associated with success
Accounting for Organizational Differences	Understanding differences in scale, culture, and calendar year; scheduling with openness and sensitivity	Reduce burdens like tracking of hours, facilitates creative problem solving (e.g. how can students meet organizational needs in summer?), can address concerns and implications related to liability, workload and scheduling, and grant proposals
Intentional Planning	Considers time commitment or funding needs realistically; valuing simplicity and starting small; occurs well in advance	Recognizes the complexity and time commitment of partnerships, ensures manageability and capacity, facilitates collaborative process and thoughtful design, avoids allowing funding to drive partnership focus, invites broad stakeholder representation and provides opportunity to align similar efforts
Celebration	Small and large successes, appreciation, fun	Promotes teambuilding, reenergizes commitment, boosts morale
Documentation	Partnership agreements, Memorandum of Understanding (MOUs), written goals and action plans, grant reports, data collection	Articulates agreed-upon goals, roles and responsibilities, timeline and plans, supervisory expectations and training; contributes to strong assessment, builds capacity for funding and recognition
“A Two Way Street” – Commitment to Reciprocity	Sharing of various roles and statuses, power and decision-making, recognition opportunities, goal setting and benefits, and division of labor	Clarity of roles, promotes equal power, voice, contributions; builds compatibility and trust; enhances overall collaboration such as in curriculum design; drives the social justice mission of partnerships

Relationships are Foundational—Build, Nurture, and Sustain Them!