ExCELR Community Partner Info Manual

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Experiential Community-Engaged Learning and Research (ExCELR)

A pedagogical approach where projects co-created with community organizations are linked to community needs, academic content and student learning goals. Structured reflection activities (journals, discussions) connects the community experience for the student to the learning objectives of the course. Built on a foundation of reciprocity, critical thinking and respect, this experience enriches student learning, teaches civic responsibility and strengthens communities.

WHAT ARE THE BENEFITS FOR YOU?

- Gain additional support to help achieve organizational goals from students who have chosen to work with your organization
- Gain access to useful, accessible academic research related to your work and use this knowledge for grants, program evaluations, annual reports, AGMs, etc.
- Grow the organization's volunteer pool: ExCELR students will share their experiences with friends and classmates
- Increase public awareness of key issues with youth
- Projects can be built upon with each new course placement at your organization.
- Fostering long-term relationships with a university partner and student volunteer base.

POSSIBLE WAYS TO CREATE PROJECTS WITH MCGILL STUDENTS AT YOUR ORGANIZATION

- Pre-existing Program needs (to have students to work within your programs that require volunteers)
- Admin support (event planning, volunteer scheduling, archiving and organizing)
- Event planning (contacting sponsors, getting materials, etc)
- Community engagement & outreach
- Whatever we can dream up together!
WHAT ARE THE BASIC REQUIREMENTS OF THESE PLACEMENTS?

- 21 hours minimum per semester
- 1 to 4 students
- Projects are centered around a community partner’s specific needs
- Projects fit student’s course learning outcomes
- Students have an adequate work space in your organization

WHEN DO ExCELR PROJECTS HAPPEN?

ExCELR projects last 8 weeks (minus Reading Week in March). Depending on when the participating McGill course is offered over the year, we place students during the following blocks:

Fall: End of September to end of November
Winter: End of January to End of March

HOW CAN YOU GET INVOLVED?

Contact a Community Engagement staff in the SEDE Office to schedule an initial consultation

HOW DO WE CO-CREATE PROJECTS?

In the initial conversation, the SEDE staff will discuss your organizational needs as well as current McGill courses that we are placing students from. This way we can create projects with both your needs and the learning objectives of the students in mind.

WHAT COURSES OFFER ExCELR PLACEMENTS?

Within the Quebec Studies Minor (Interdisciplinary):
- QCST 200 - Introduction to the Study of Quebec
- QCST 440/CANS 413-- Contemporary Issues in Québec Living in Montréal: Ethnicity and “Race” from the Past to the Present

Within the Faculty of Management:
- MGCR 360 - Social Context of Business
Within the Institute for Gender, Sexuality and Feminist Studies
* GSFS 400 – Capstone: Engaging in the Fields

WHAT ARE YOUR RESPONSIBILITIES AS A COMMUNITY ORGANIZATION SUPERVISOR?

1. **Orientation (on first day of project)**
   * Explain mission, values, history, members, structure (staff, responsibilities), Who makes up your community, programs, strengths, current challenges
   * Confirm ExCELR project tasks and expectations with students as written in ExCELR Agreement (SEDE Rep will be at orientation to walk everyone through this process)

2. **Week-to-week Supervision**
   * Check-in conversations (5 mins) to ensure the project is on course and the student has gained access to the necessary resources (at beginning or end of session).

3. **Evaluation for student's final grade**
   * To be completed within 2 weeks following students’ last visit
   * You will be sent a form which you can print out and fill out over the 8-week placement
   * Will include an attendance sheet for each student as well as evaluation questions we invite you to fill out highlighting these areas:
     o Quality of engagement, attendance, initiative, connecting course material with your work, delivery of Executive Summary

4. **Project evaluation survey about your ExCELR experience**
   * To be sent to you within 1 week after end of project
   * What we ask you to share with us:
     o Communication with students, SEDE and faculty
     o Usefulness of work offered
     o Capacity to supervise students; was it sustainable; what more support could be offered
     o Outputs: were students clear about expectations; were challenges resolved
     o Outcomes: impact of work for your group: short term and long term
     o What other support can we offer
       - Knowledge-based: research, lit reviews, surveys, how-to do program evaluations
       - Capacity-building: donor research, program evaluation support
**HOW WILL THE SEDE OFFICE SUPPORT YOU?**

* Help triage student applicants and ensure they follow your volunteer selection procedures
* Student Pre-Placement training (Equity in Community-University collaborations)
* Mid-term Reflection Discussion (to help students process experience, connect to course work and generate new actions for community work)
* Contact your SEDE Representative with any questions (Tel: 514-398-3745)
* You will receive a one-page executive summary of student research
* Project evaluations to assess your experience and how we can build on completed projects in the future

**Other Opportunities for Collaborations with McGill Students**

**IMPACT INTERNSHIP (Faculty of Management)**


The SEI Impact Internship Program pairs McGill’s top undergraduate students with social-purpose organizations (non-profits and social enterprises) for ten weeks over the spring and summer months. Interns have reported that the experience has allowed them to be more proactive, assertive, and confident in their skillsets throughout the course of their mandates. In turn, host organizations have benefitted from the concrete management skills and youthful enthusiasm which interns bring to their operations.

More info, please contact Megan Poss: mdiim.mgmt@mcgill.ca