Recommended Format for the Team Reports

1. Introduction – including the Community Affairs Office’s “Vision” and the role of the HP200 course and team reports relative to this

2. Current state of Clarkson & community partnerships and collaborative relationships

3. Community needs that potentially could be addressed via partnerships and collaborative relationships with Clarkson University. Separate out any “service projects” requested by community organizations we visit that are not necessarily true partnering opportunities.

4. Benchmark information about how selected colleges & universities handle partnerships and collaborative relationships with their communities and what types of partnerships exist at those colleges.

5. Recommended partnerships and collaborative relationships for Clarkson to undertake
   • Identify one or more specific opportunities for future collaboration in each area, describing it fully in terms of purpose, who would be the partnering organization and who at Clarkson might undertake the partnering opportunity
   • Identify and prioritize issues that need to be resolved to bring the stated vision to reality through the proposed projects, e.g., resources needed, virtual vs real space, systems/procedures

6. Conclusions and recommendations about the organizational structure(s) and policies needed to sustain partnerships and collaborative relationships between Clarkson & the community. Final report writers will have to consider how to meld the five individual sections into an overall “picture” for the University.