Activity Form

**This document serves as a preview of a Collaboratory Activity.**
**The information contained in this document is confidential, privileged, and only for the information of existing Collaboratory Institutions.**

---

Introduction
Collaboratory was designed to make it quick and easy to provide your community engagement and public service data to your institution. Use this document as a preview of the Activity information to gather and prepare your thoughts for entry. Most of the responses to the enclosed questions are “check all that apply” responses and will require little time to complete within the tool.

If you have questions, please contact your institution’s Collaboratory Administrator.

A red asterisk (*) indicates required fields.

**ACTIVITY LEAD**

If an activity is being proxied (i.e., completed on behalf of someone else), the proxy may select the activity lead from those who have previously signed into Collaboratory, or may enter the lead’s name and email at a later date. Once the proxy submits the Activity, the Lead will receive an email asking them to claim the Activity.

**DECISION TREE**

The decision tree is a tool intended to help educate users about the type of Activities collected by Collaboratory, and to help determine if those Activities should be considered Community Engagement or Public Service.

*Does the Activity directly relate to a public priority or issue? Y/N

*Does the Activity involve one or more external community groups, organizations, agencies, or neighborhoods? Y/N

*Are mutual benefits articulated by both the institution and the external community group, organization, agency, or neighborhood? Y/N

*Does the design or implementation of the Activity include an exchange of knowledge or expertise with the external community group, organization, agency, or neighborhood? Y/N
STEP 1: BASIC INFO

*Activity Title: Provide a name that illustrates the scope of the work being done. Avoid course or organization names, as that content is provided later in the Activity form.

*Description: What is your elevator speech? Write a brief paragraph that distinguishes this Activity from others at your institution and helps the viewer understand the Activity's basic purposes and intentions. Paragraph and text formatting is supported.

Image: Pre-crop to 300x300 pixels or other square format for best results

Website: Does your activity have its own website already? Add that address here.

*Primary Contact: The Primary Contact may not necessarily be the lead on the activity, but will be publicly listed as the contact for this activity.

  * Name:
  * Email:
  * Phone:

*Activity Start Date:

Activity End Date: (leave End Date blank if the Activity is ongoing)

STEP 2: COLLABORATORS (Activity Partners)

*Unit(s): Departments, Offices, Clinics, Networks/Coalitions, Museums, or Centers/Institutes involved with this Activity. Be sure to select your own Unit.

Program(s) or Initiative(s): Associate institution-identified initiatives with your Activity.

Faculty/Staff: Partners at your institution who work with you on this Activity. An email will invite them to be listed on your Activity, and they will be associated with the published Activity once they accept your invitation. Partners can edit the Activity.

Number of faculty and/or staff involved in the Activity, other than those identified as partners. An estimate of the number of faculty and staff who are not formal Activity partners but who are involved with the Activity as participants.

*Community Organization(s): Community organizations deserve to know when work they have contributed to is shared publicly by the institution. Therefore, all institutions listed here will be listed as collaborators on your activity -- and they will receive an email notifying them that their organization has been included. If the activity is designated as Public Service, identifying a Community Organization is NOT required. If the activity is designated as Community Engagement, a Community Organization IS required.

For each Community Organization identified, the following information is needed:

  - Primary Contact Name and Email
    - note that these fields are not required, but that they are of great importance to your institution. If you do not provide them, your Collaboratory Administrator may follow up to gather additional information.
- *The organization’s role in planning, designing, implementing, or evaluating the activity
  - Assist in raising funds for the activity
  - Co-educate students
  - Co-investigator
  - Discuss how to work together
  - Evaluate or provide feedback on students’ work
  - Evaluate or provide feedback on the process or relationship of the partners
  - Identify areas of need
  - Identify expected measures, benefits, or outcomes
  - Manage the event or activity
  - Measure the impact of the activity on the community
  - Negotiate costs and logistics
  - Promote event to target populations
  - Provide access to data
  - Provide access to target populations
  - Provide funds for the activity
  - Provide information materials
  - Provide volunteer site or space
  - Set goals
  - Supervise students
  - Supervise the activity
  - Other (please specify)

**Collaborating Institution(s) of Higher Education:** Other institutions working with you. An email will inform them they are affiliated with this Activity.

**Is the Activity funded?**
- Yes (user may add multiple funding sources)
  - Funder name (Identify the person or entity providing monetary resources to support this Activity.)
  - Source type (internal to university/external)
  - Total Amount
  - Funding Start Date
  - Funding End Date
- No

**STEP 3: FOCUS**

**Activity location:**
- Physical Site(s)
  - Enter an Address (may add multiple)
    - *Country
    - *Street
    - Street 2
    - *Zip Code
    - *City
    - *County
    - *State
  - Select Community Partner address(es)
- Virtual Space(s) (may add multiple)
  - *Describe the process and tools used
  - URL
  - Title
**Target Population(s):** Check all that apply
- Infants (0-5)
- Children (6-11)
- Youth (12-17)
- Young Adults (18-24)
- Adults (25-64)
- Older Adults (65+)
- Men
- Women
- Transgender
- College Students
- Families
- Individuals with Disabilities
- General Public
- Regional Towns/Cities
- Rural Communities
- Urban Communities
- Military/Veterans
- African American
- Asian-Pacific Islander
- Immigrants
- Indigenous
- Lesbian, Gay, and Bisexual
- Refugees
- White Hispanic-Latino
- White Non-Hispanic
- Other (please specify)

**Area(s) of Focus:** Check all that apply

**Arts and Culture**
- Cultural appreciation/culture
- Cultural institutions
- Dance
- Design
- Literary arts
- Local history
- Media Arts
- Music
- Public arts
- Theatre/Performance
- Visual arts
- Other (Please specify)

**Community and Economic Development**
- Business development (<50 employees)
- Business development (50-249 employees)
- Business development (250+ employees)
- Business leadership/management development
- Business planning
- Business startup
- Career and professional development
- Employment assistance
- Entrepreneurship
- Financial literacy
- Financial/budget management
- Human resources management
- International/global business
- Job search/application
- Job skill development
- Labor relations
- Marketing/advertising
- Personnel training
- Product or service creation/development
- Professional development for nonprofits
- Program evaluation
- Program delivery
- Strategic planning
- Technology/web assistance/training
- Transportation
- Volunteer management
- Workforce development
- Workplace safety
- Other (Please specify)

**Education**
- Access for underrepresented populations
- Adult/lifelong learning
- After-School programming
- Childcare
- Completion
- Developmental education (remedial)
- Dropout prevention
- Early childhood development
- English as a second language
- Information technology and computer literacy
- K-12 education
- Learning disabilities
- Literacy
- Mentoring
- Military/veterans
- Postsecondary education
- Professional development for teachers
- Retention
- School readiness
- Sports/health/recreation
- STEM education
- Tutoring
- Other (Please specify)

**Environmental Sustainability**
- Biosecurity
- Brownfields/site identification/cleanup
- Climate literacy
- Energy - direct service/implementation
- Energy - evaluation
- Energy - public education
- Energy - strategic actions for efficiency
- Environmental education
- Food accessibility
- Food advocacy
### Food production
- Food safety
- Land banks/conservation designations
- Land use planning

### Natural resources
- Other agriculture
- Pollution - correction
- Pollution - prevention
- Preservation

### Science literacy of the public
- Sustainability
- Water quality
- Water use reduction
- Other (Please specify)

#### Government and Public Safety
- Child advocacy
- Citizenship
- Crime prevention
- Criminal justice/corrections
- Delinquency prevention
- Gangs

### Legal aid services
- Public policy analysis
- Public safety and security - evaluation
- Public safety and security - implementation

### Public safety and security - planning
- Public safety and security - training
- Re-Entry programs
- Other (Please specify)

### Health and Wellness
- Addiction treatment/prevention
- Exercise/active living
- Health and wellness education/training
- Health disparities/access
- Healthcare provision/assessment
- Home safety
- Insurance education
- Mental health care

### Mental health education
- Nutrition
- Obesity
- Parenting
- Parks and recreation sites - design
- Parks and recreation sites - renewal

### Parks and recreation sites - creation
- Parks and recreation sites - access
- Physical disabilities
- Sexual health
- Sport, recreation athletics
- Other (Please specify)

#### Social Issues
- Animal welfare/education
- At-Risk youth
- Child abuse/neglect
- Civil rights
- Cultural understanding
- Disability issues
- Disaster preparedness
- Domestic violence

### Equity, diversity, or inclusion
- Family services
- Homelessness
- Housing
- Human rights
- Hunger
- Immigration issues/services
- Incarceration

### LBGTQ issues
- Poverty
- Religious understanding
- Senior/elder issues
- Voting registration
- Other (Please specify)

---

**STEP 4: SCHOLARSHIP**

*Is this Activity directly connected to a credit-bearing Course?*
- No
- Yes
  - Add or Select course *(see course form, at the end of this document)*
  - Approximately how many enrolled students actively participate in this activity? (Estimated or Actual Count?)
  - Approximately how many hours on average does each enrolled student commit to this activity each term? (Although time commitments will vary by student and their class role, provide one average across all enrolled students.) (Estimated or Actual Count?)
Does this Activity integrate any of these pedagogies? (Check all that apply)
- Capstone
- First year seminar/experience
- Global learning (e.g., student abroad, intercultural experience)
- Independent study
- Internship
- Learning community
- Project- or Community-based/Experiential learning (e.g., clinicals, practicums, labs)
- Research intensive
- Service learning
- Speaking intensive
- Writing intensive
- Other

What student learning objectives are formally addressed? (Check all that apply)
- Academic content
- Civic knowledge
- Ethical reasoning and action
- Foundations and skills for lifelong learning
- Intercultural knowledge
- Learning community
- Personal growth
- Professional growth
- Other

*Does the Activity involve students outside of course work?
- No
- Yes
  - *Student involvement: Check all that apply
    - Assistantship
    - Corporation for National & Community Service
    - Fellowship
    - Graduate research
    - Internship (community-based)
    - Student employee (e.g., peer reflection leader, work study, etc.)
    - Student group
    - Undergraduate research
    - Volunteer
    - Other
  - *How many non-enrolled students per term? _____ (Estimated or Actual Count?)
  - *How many hours per non-enrolled student per term? _____ (Estimated or Actual Count?)

*Is this Activity directly connected to scholarship?
- No
- Yes
  - *Type(s): Check all that apply
    - Qualitative
    - Quantitative
    - Mixed/multiple methods
    - Creative Activity
    - Other
- *Does this Activity have an IRB protocol?*
  - If Yes, provide the institutional identifier for the IRB protocol
  - No
- *Expected/Achieved Scholarly product(s): Check all that apply*
  - Article(s)/manuscript(s)
  - Book(s)
  - Book chapter(s)
  - Conference presentation(s)
  - Conference proceeding(s)
  - Course design
  - Creative product(s)
  - Curriculum(a) Data
  - Edited book(s)
  - Exhibit(s)
  - Invention(s) or Product(s)
  - Lecture(s)
  - Monograph(s)
  - Non-credit course(s)
  - Patent(s)
  - Performance(s)
  - Program evaluation(s)
  - Technical report(s)
  - Video(s)/film(s)
  - Website(s)
  - White paper(s)
  - Other (please speci

**STEP 5: GOALS**

*Expected/Achieved Outputs: Check all that apply*

*Identify what was produced through or as a result of your Activity. Expected indicates what you hope or plan to accomplish. Achieved indicates a completed state, whether or not it has been formally assessed. At least one expected or achieved output must be identified.*

- Board(s) - Campus representation (e.g., commissions, task forces)
- Camp(s)
- Clinic(s)
- Consultation - Pro bono
- Database(s) - Community-focused
- Drive(s) (e.g., clothing, food)
- Education - Adult (e.g., non-credit, non-degree, personal improvement)
- Education - Continuing (e.g., non-degree certification, CEU, professional development)
- Event(s) - Athletic or recreational (e.g., spectator or voluntary participant)
- Event(s) - Cultural (e.g., concert, exhibit, festival)
- Expert testimony(ies)
- Media interview(s), op-ed article(s), editorial(s)
- Lecture(s), community speech(es)
- Policy(ies)
- Volunteer support(s) - community event(s) or program(s)
- Website(s) - Community
- Other

*Expected/Achieved Institutional Outcomes: Check all that apply*

*Identify the short-term or intermediate changes or benefits to your institution that directly result from your Activity. Expected indicates what you hope or plan to accomplish. Achieved indicates a completed state, whether or not it has been formally assessed. At least one expected or achieved outcome must be identified.*

- Funding - Activity (e.g., gifts, grants, contracts)
- Interdisciplinary opportunity(ies)
- Town-Gown relationship(s)
- Community participation in campus event(s)
- Student - Academic content
- Student - Civic knowledge
- Student - Enrollment from partner communities
- Student - Ethical reasoning and action
- Student - Intercultural knowledge
- Student - Lifelong learning foundations and skills
- Student - Personal growth
- Student - Professional growth
- Student - Retention
- Other
**Impacts on Community:** Check all that apply

Identify the broad or long-term changes that occurred in the community as a result of your Activity. Expected indicates what you hope or plan to accomplish. Achieved indicates a completed state, whether or not it has been formally assessed. At least one expected or achieved impact must be identified.

- Campus relationship(s) or partnerships
- Connection(s) to other community group(s)/network(s)
- Operation(s) (e.g., accounting, data systems)
- Insight(s) into partner organization program(s)
- Public Recognition
- Resource quantity(ies) (e.g., financial, staff, volunteer, information, publication)
- Resource use(s) (e.g., financial, staff, volunteer)
- Capacity to serve client(s)
- Service(s) to client(s)
- Volunteer number(s)
- Other

How many community individuals were served by this Activity? _____

Describe what has been learned about the community’s views of this Activity.
Consider formal and informal communications. List the top three to five thoughts/comments shared by the community organization.

Is there a systematic process for collecting data regarding outputs, outcomes, and impacts of this Activity?
- Yes (Describe the data collection process, and upload the formal report or analysis of the Activity if one has been completed.)
- No
Course/Section Forms

**This document serves as a preview of a Collaboratory Course and Section forms.**

**The information contained in this document is confidential, privileged, and only for the information of existing Collaboratory Institutions.**

The Course and Section forms enable users and Administrators to add course and section information to Collaboratory to help identify where community engagement and public service is happening as a part of the curriculum. Sections are distinguished by the unique combination of Course number, academic year, academic term, and section number.

A red asterisk (*) indicates required fields.

### COURSE FORM

- **Course Code:** (select from list of unit codes, e.g., CST, IAR, BIO, ACCT, managed by Collaboratory Administrators)
- **Course Number:**
- **Course Name:**
- **Course Level:** (Graduate/Undergraduate)

**Is this Course cross-listed with any other Courses?** If yes, identify/add the cross-listed Course

### SECTION FORM

- **Section Number:**
- **When was this section offered?** (Fall, Winter, Spring, Summer, Summer I, Summer II, Other)
- **Section Format:** (Face-to-face and/or Online)
- **Briefly describe the community engagement connection:**
- **Instructor(s):**
- **Class Enrollment:**
- **Class website/syllabus:** Provide URL or upload file
Community Organization Form

**This document serves as a preview of a Collaboratory Community Organization form.**

**The information contained in this document is confidential, privileged, and only for the information of existing Collaboratory Institutions.**

The Community Organization form enables users and Administrators to add organization information to Collaboratory to help identify where community engagement and public service is happening in connection with the community.

*A red asterisk (*) indicates required fields.*

**COMMUNITY ORGANIZATION FORM**

*Organization Name:*

*Location:*
- Community Organization has an address
  - *Country:*
  - *Street Address:*
  - Street 2:
  - *Zip Code:*
  - *City:*
  - *County:*
  - *State:*
- Community Organization has no physical location

*Type:*
- Educational Institution: K-12
- Educational Institution: Higher
- For-profit
- Non-profit
- Government
- Informal

Description:

Website:

Organization Phone:

Organization Email: