

Collaboratory Activity Form Summary

Decision Tree

Four required questions will determine eligibility for Collaboratory and categorize your Activity. These questions ask if the Activity: 1. is related to a public priority/issue, 2. involves one or more external partner(s), 3. has mutual benefits for all partners, and 4. includes an exchange of knowledge/expertise with the external partner(s).

Step 1: Basic Info

Required:

- Activity title
- Description
- Primary contact (name, email, phone)
- Activity start date

Optional:

- Image
- Website
- Activity end date

Step 2: Collaborators (Activity Partners)

Required:

- Unit(s) — departments, offices, etc. Be sure to include your own unit.
- Community organization(s) — required if your activity is categorized as community engagement
- Organization's role in planning, designing, implementing or evaluating the Activity

Optional:

- Program(s) or initiative(s)
- Faculty/staff
- Number of involved faculty/staff, other than those identified above
- Collaborating institution(s) of higher education
- Funding information if applicable

Step 3: Focus

Required:

- Activity location
 - Physical site(s) — address
 - Virtual space(s) — process and tools used
- Target populations (select all that apply)
- Areas of focus — select all that apply. Specific options under the following broad categories:
 - Arts and Culture
 - Community and Economic Development
 - Education
 - Environmental Sustainability
 - Government and Public Safety
 - Health and Wellness
 - Social Issues

Optional:

- URL and title for virtual spaces

Collaboratory Activity Form Summary Continued

Step 4: Scholarship

Required:

- Is this Activity directly connected to a credit-bearing course? yes/no
- If yes*:
 - Course information (code, number, name, level, section, active period, semester offered)
 - Approximate number of enrolled students who participated
 - Approximate number of hours on average each enrolled student commits per term
 - Does this Activity integrate any of these pedagogies (check all that apply)
 - Student learning objectives formally addressed (check all that apply)
- Does this Activity involve students outside of course work? yes/no
- If yes: Student involvement, check all that apply
 - # of non-enrolled students per term
 - # of hours per non-enrolled student per term
- Is this Activity directly connected to scholarship? yes/no
- If yes:
 - Type(s): Check all that apply
- Expected/achieved scholarly product(s): check all that apply

Optional:

- If Activity is connected to scholarship:
 - Does this Activity have an IRB protocol? yes/no
 - If yes:
 - Provide institutional identifier for IRB protocol

*Note: Courses are added to Collaboratory each semester. Course info should populate after you select your course.

Step 5: Goals

Required:

- Expected/Achieved Outputs (Check all that apply)
 - What was produced through or as a result of the Activity
- Expected/Achieved Institutional Outcomes (Check all that apply)
 - Short-term or immediate changes/benefits to the institution
- Impacts on Community (Check all that apply)
 - Broad or long-term changes that occurred in the Community

Optional:

- # of community individuals served by the Activity
- What has been learned about the community's views of this Activity
- Is there a systematic process for collecting data regarding outputs, outcomes, and impacts of this Activity? Yes/No
- If Yes: Describe