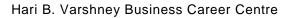




TERMS OF AGREEMENT – COMMUNITY BUSINESS PROJECT (Appendix 1)

STUDENT TEAM MEMBERS

TIME COMMITMENT					
	per week, outside of scheduled classes) for the <i>Community Business Project</i> . I am aware of the time-commitment as it relates to our class schedule and I agree to ensure my team meets its volunteer commitment to the client. <i>I will not miss any academic related commitment on account of the CBP, and will ensure client meetings are scheduled <u>outside of class hours</u>.</i>				
	MMUNICATION WITH THE BUSINESS CAREER CENTRE				
	I will check my email account on a daily basis for updates from the Business Career Centre and respond promptly to all messages relating to the <i>Community Business Project</i> from the Business Career Centre.				
	I will promptly notify the Business Career Centre of any changes regarding my team's status or changes of my team's contact information (email).				
	I will inform the Business Career Centre <u>immediately</u> of any inappropriate, and/or unsafe, and/or unethical behaviour or treatment during the project period.				
PR	OFESSIONAL CONDUCT				
	I understand that when participating in the <i>Community Business Project</i> , the Project Team members are volunteer consultants for the client, with advice and support from the faculty supervisor.				
	I will ensure that my team respects the policies and procedures of our client, especially policies regarding confidential/proprietary information during <u>and</u> after the project period.				
	I will ensure that my Project Team behaves appropriately and according to the UBC Policies as outlined in the UBC Calendar, and I will ensure my team follows the procedures as outlined in the Business Career Centre's Personal Commitment Letter (housed in the COOL database) during our volunteer experience.				
WI	THDRAWAL FROM THE PROJECT				
	I understand if any team member wishes to withdraw from the <i>Community Business Project</i> , they <u>must</u> obtain approval from the faculty supervisor, and contact the BCC immediately.				
	If any team member is unable to complete the project, I recognize that they will not receive any credit for their work.				





FAILURE TO COMPLETE THE COMMUNITY BUSINESS PROJECT

- ☐ I understand that a member of my team may not be granted credit for the following reasons:
 - Dismissal based on inappropriate actions
 - Unsatisfactory performance and/or participation as determined by client and/or faculty supervisor/BCC
 - Failure to submit required documents to the Business Career Centre
- ☐ I understand that failure to comply with any of these terms will result in a Project Team member receiving a failing grade for BA 511 (The Community Business Project Course).

IMPORTANT: The following section must be filled out by clients <u>only</u>. Any questions/concerns, please contact the BCC.

The *Community Business Project* client agrees to carry out the following responsibilities to the best of their abilities:

Provide challenging and rewarding volunteer opportunities for our students
Provide direction (i.e. answer questions about deliverables) to students collaborating on projects
Provide open and honest feedback regarding student group's progress in the <i>Community Business Project</i>
Liaise with students and the BCC for updates, feedback and to resolve any problems or issues with students
Complete surveys (May 5-9, 2014) on students' work in a timely manner
Connect with CBP student team at <u>least</u> once per week via phone/email/Skype/ or in person

The Business Career Centre agrees to carry out the following responsibilities to the best of their abilities:

- ✓ Find challenging and rewarding volunteer opportunities for our students
- ✓ Provide open and honest feedback regarding students' progress in the Community Business Project
- ✓ Be available for students during regular office hours every week
- ✓ Solicit student feedback and adapt programs and materials to reflect this feedback
- Respond efficiently and fully to any questions students have before, during, and after their volunteer opportunity
- Assist students with any problems they encounter during their volunteer experience in a timely and professional manner
- ✓ Ensure that students are treated fairly and equitably during their volunteer experience



Hari B. Varshney Business Career Centre



Acceptance into the Community Business Project is based on a clear understanding of these guidelines, and all signatures are required below.

Should you have any questions about these guidelines, please speak with your MM Career Manager <u>before</u> signing.

SIGNATURES:

	NAME	SIGNATURE	DATE
Community Client			
Faculty Supervisor			
MM Career Manager	Jeff Balin		
MM STUDENT			