

TERMS OF AGREEMENT – COMMUNITY BUSINESS PROJECT (Appendix 1)

STUDENT TEAM MEMBERS

TIME COMMITMENT

- I agree to ensure that my team members each complete the required number of volunteer hours (4 hours per week, outside of scheduled classes) for the *Community Business Project*. 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 will not miss any academic related commitment on account of the CBP, and will ensure client meetings are scheduled outside of class hours.***

COMMUNICATION 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 *Community Business Project* 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 immediately of any inappropriate, and/or unsafe, and/or unethical behaviour or treatment during the project period.

PROFESSIONAL CONDUCT

- I understand that when participating in the *Community Business Project*, 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 and 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.

WITHDRAWAL FROM THE PROJECT

- I understand if any team member wishes to withdraw from the *Community Business Project*, they must 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 only.
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 *Community Business Project*
- 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 least 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

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 before signing.

SIGNATURES:

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