

## Checklist for an IDRO studio outreach project

Please remember, when you are working on an outreach project, you are representing your department, the College of Design, and Iowa State University. When you sign a letter of agreement, you are making a professional commitment to fulfill the terms of the agreement.

- \_\_\_\_\_ Schedule a meeting with Susan Erickson as early as possible and identify your project.
- \_\_\_\_\_ Write a one-paragraph scope statement for the project
- \_\_\_\_\_ Know the source of project funding
- \_\_\_\_\_ Figure your project budget
- \_\_\_\_\_ Work with Susan to finalize a Letter of Agreement and sign it
- \_\_\_\_\_ Meet with Heather Sauer to craft a course timeline and to strategize report creation
- \_\_\_\_\_ Create your course syllabus with finalizing the project report in mind.
- \_\_\_\_\_ Enjoy the project, adhere to your course timeline, enjoy teaching the students
- \_\_\_\_\_ Create report, print copies for the community, IDRO, and yourself (if you want)
- \_\_\_\_\_ Share a digital copy of the report with your students, the community, and IDRO.

There are two ways to structure an outreach project. One is through the Office of Sponsored Programs (OSPA) <https://www.ospa.iastate.edu>, and the second way is as a fee for service through IDRO. The Office of Sponsored Programs supports and administers research and sponsored programs for ISU. All projects with more than \$20,000 of funding must route through this office. Many studio projects are structured as fee for service through IDRO. This is a simpler and quicker process. The choice is up to you--talk with your department chair, Kevin Kane, (Associate Dean for Research and Outreach) or Susan Erickson to understand the finer points of this choice.

Susan Erickson, 326 COD, coordinates the PLACE (Partnering Learning and Community Engagement) program <https://www.design.iastate.edu/outreach/college-outreach-programs/place-program/> and she can help you with:

- organizing the logistics of an outreach project,
- figuring a budget for your project,
- understanding best practices for engaging with communities,
- exploring ways to translate outreach project experiences into scholastic expressions—conference presentations, academic papers, research projects, etc.

Schedule a meeting with Susan as early as possible to start working on structuring your project. She often has a list of project requests from communities. If you are searching for a particular type of project be sure

to check with her to see if she has a project that meets the academic needs of your class. Contact info: ([susaneri@iastate.edu](mailto:susaneri@iastate.edu), or 515-294-1790)

**Project Funding:** Will your project require funding to cover costs of transportation, printing posters, final reports, or other supplies? Typically a community pays a fee to IDRO to cover these costs. Susan can help you create a budget. Sometimes professors choose to include these costs in course fees. There is also a grant program through IDRO that can fund outreach project costs:

<https://www.design.iastate.edu/outreach/college-outreach-support/outreach-grants/>. Be aware there is an application deadline of November 1, for projects in the following calendar year.

**Letter of Agreement:** Every outreach project from COD needs to have a formal Letter of Agreement. Susan maintains an approved LOA template and she can help you create a Letter of Agreement for your project. You and your community partner will sign the document to signify your commitment to fulfill your part of the agreement. Be aware that you are signing as a representative of the university, and your signature indicates a commitment to fulfill the terms of the agreement.

Once the LOA is signed, you can work on organizing the details of your outreach project.

- Transportation (usually 15 passenger vans) is arranged through ISU Transportation Services: <https://www.transportation.iastate.edu>.
- Printing of posters and other things are done through the COD Output Center: <https://www.design.iastate.edu/digital-technologies/output-center/output-information/traditional-printing/>
- Printing of reports is usually done through ISU Printing Services: <https://www.print.iastate.edu>

**Final Report:** This part of the project can be accomplished within the semester timeline IF YOU PLAN AHEAD. However, there are common stumbling blocks that can easily trip you up and extend the report preparation for weeks or even months. You can be pro-active and avoid these common stumbling blocks if you choose to learn from those who have gone before you. Outreach projects almost always have some kind of printed report that is given to the community partner, usually a report at 8.5" x 11". The cost of printing this report is figured into the project fee. The community partner receives a number of copies and IDRO keeps two copies. If you want a copy for your own files that can be arranged as well.

Remember that creating a project report is a valuable skill, especially for upper level students. Building this step into the class syllabus provides a learning experience for students that is valuable when they go out into the workforce.

**Heather Sauer** <https://www.design.iastate.edu/faculty/hsauer/> is the COD Communications Specialist and has many years of knowledge about the ups and downs of preparing studio reports. You should schedule a meeting with her before classes start to explore ways she can help the report writing go smoothly and professionally for your students. She has communication guidelines to share with your students and if you wish she is often available to visit your class as a guest speaker to help your students understand what they need to do to create a quality report.

At the end of the semester most professors schedule a final presentation for the class to share their findings with community partners. Students are extremely busy at this time of year so you may wish to schedule this presentation on campus—community members often appreciate an invitation to visit ISU in person.

Print the final report—remembering to print 2 copies for IDRO and one for yourself if you wish. Some professors deliver them to the community in person, or deliver them to IDRO/Susan and we will mail them out for you. Share digital copies with your students, the community, and IDRO.