

# Quick

# CEC TIPS!

Hello Students! Below is a 1 pager of important tasks and tips for how to conduct remote community engagement work. Keep this file on hand, as it is hyperlinked with useful web pages for you to use throughout your involvement with community partners. Above all, please remember to practice patience and flexibility during a time when community partners are supporting populations most affected by the pandemic, social unrest, and the incoming election. Let's work together by listening and learning from one another to support greater needs and movements for social change! **Connect with the CEC at their email [CEC\\_staff@pitzer.edu](mailto:CEC_staff@pitzer.edu) or at our website [pitzer.edu/cec/](http://pitzer.edu/cec/) for more information about resources and support for community engagement work**



Click [HERE](#) to to join CEC Virtual Office Hours Mon-Fri 9AM-11AM PST

**Look below for more info on how to get started, keep up the good work, and how you can follow-up with more opportunities for community engagement afterwards!**

## 5 Easy Steps to Connecting with Community Partners

**Before starting your community engagement internship and/or project, please complete the steps below:**

1. Talk to your professor/ Community Engagement Center (CEC) to determine the best placement site
- 2. Connect with your partner and tell them you're a student & you'd like to complete a course-based (or volunteer) internship with their org**
3. Confirm weekly availability & scheduling (start/stop times & holidays) for the semester (or year) with site
- 4. Make plans for technology needs – Dean of Students loan program and IT can help!**
5. Complete any clearance, application, interview, and/ or hiring requirements before starting.

## **Tips for Effective Remote Engagement**

**While working with your designated community partner, keep these tips in mind:**

- Confirm with community partners the best means of contacting them (i.e. email, phone, etc). Have multiple means if necessary.**
- Keep an online and personal folder of documents created during the internship. Name the documents according to specific times and/or projects.**
- Create a separate log of correspondence with the community partner to keep track of tasks and deadlines expected (i.e. folder of emails specific to the partner).**
- Learn the functions of communication software needed to partake in remote community engagement (i.e. Zoom, Skype, etc).**

## **More Opportunities to Become Involved**

**After completing your community engagement internship/project, you may have interest in extending your involvement with this and/or other community partners. Speak to your site supervisor if you wish to continue or seek another opportunity with the same community partner. Speak to the CEC staff if you wish to find another community partner opportunity and/or would like to propose a project. As aforementioned, please reach out to our email and check out the website for any information you'd find helpful!**

# The Do's and Don'ts of Community Engagement

Here are some helpful tips to make the most of  
your community engagement experience

## DO

- Let CEC know where you are working this semester by completing the CEC student intake form here: [https://pitzer.co1.qualtrics.com/jfe/form/SV\\_6x66uyw8jUkq4MI](https://pitzer.co1.qualtrics.com/jfe/form/SV_6x66uyw8jUkq4MI)
- Review and adhere to the CEC Ethics Contract
- Be dressed professionally for your video chat sessions and practice active listening (i.e. eye contact, note-taking, etc)
- Be prepared to work when you join your remote session with a community partner (have necessary supplies - your phone, a notebook, pen, etc., handy before the session starts)
- Think about the framing of your zoom session - i.e., what is in view/how is the lighting?
- Mute your microphone while not speaking to reduce feedback noise
- Turn off your camera for short breaks (to use the restroom, if eating, etc.)
- Be prepared to begin your session 5 minutes before the start time
- Familiarize yourself with the technology used by your partners (i.e., Zoom, Skype, Google Hangouts, Whatsapp, Microsoft Teams).
- Refer to site supervisor and/or CEC staff for conflict mediation.

## DON'T

- Multi-task during zoom and/or video chat sessions with partners (i.e., no driving, cooking, running errands, or doing other activities)
- Change or end communication with partnership sites without first consulting the professor of the SRX course you are working through, the CEC staff member that helped to place you, or your designated site supervisor (not all points of contact are applicable in every scenario).
- Communicate with the populations that the community partner works with WITHOUT directions and/or preparation on how to interact
- Forget to communicate regularly with partners outside of remote meeting times
- Make promises to partners that you cannot follow through
- Lay down during video meetings/ events while your camera is on
- Gossip about partners and/or fellow interns (talk to the CEC about any issues you may have)
- Fail to notify partners in advance if you cannot make it to a session, or immediately afterwards if necessary.
- Overcommit yourself