







**Total number of hours required to complete this project is estimated at:**

The product (s) of the project handed in to the host will take the form of:

Item To Be Submitted:	Due Date:	Value (% of grade)

**Section C: Responsibilities**

**Responsibilities of all Parties:**

1. Each party to this agreement has the right to initiate renegotiation of this agreement should circumstances change.
2. Each party has the right to terminate the placement if the conditions of the agreement are not being met. Because of potential consequences to a student's program of study, a decision to terminate the placement must be made in consultation with the CBRI.
3. The student owns the copyright for all work completed as part of his or her placement, but the host organization may use all project reports/papers/other products, in whole or in part, as it sees fit, as long as the student is duly credited as the author. If work is completed collaboratively between the student and the host organization, then copyright will be jointly held. A copy of any report or paper completed as part of the placement will be added to the CBRI library as a resource available to the community.

Please initial beside the section below pertaining to your responsibilities

**Responsibilities of the Student: \_\_\_\_\_ Student's Initials**

1. Undertake the project conscientiously and with due respect to the expectations of the host organization and the University.
2. Keep his/her instructor and the TCCBE informed of the project's progress and notify them of any concerns about the placement or the host organization in a timely fashion.
3. Attend and participate in all necessary meetings (with instructor, placement supervisor and/or the Community Based Research Institute).
4. Ensure that the confidentiality of any information acquired in the course of the placement is strictly maintained, notwithstanding the host organization's commitment to make the results of the research project publicly available.

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Adapted From the Trent Centre for Community Based Education Research Placement Agreement

5. Provide a copy(s) of the final product(s) of the research to the host organization and CBRI.
6. Upon the advice of the instructor, comply with ethical guidelines/review procedures.

**Responsibilities of the Host Organization: \_\_\_\_\_ Host's Initials**

1. Orient the student to the organization and work site. Ensure that the student understands any risks or hazards that may exist and the safety practices followed. Promptly report any incidents to the CBRI.
2. Provide adequate direction, ongoing communication and feedback on the quality of the work so as to enable the student to complete the project successfully.
3. Supply/provide the resources listed above needed to complete the project.
4. Be available for occasional consultation/meetings with the CBRI as needed for the purpose of monitoring the placement or refining the program of the CBRI Cooperate in evaluation activities initiated by the instructor or the CBRI.
5. Comply with the policies and ethical guidelines governing research projects conducted in conjunction with the VIU and the CBRI, as advised by the CBRI, the instructor, or the student.

**Responsibilities of the Instructor: \_\_\_\_\_ Instructor's Initials**

1. Ensure that the project, as described above, fulfills the requirements of the course listed on p 1.
2. Provide guidance of an academic nature, advise on and monitor research methodologies employed. Evaluate the student's learning and grade his/her work.
3. Meet with the student at regular intervals, at least monthly, throughout the term.
4. Inform the CBRI promptly of any missed meetings, breakdowns in communication, incomplete research/assignments or other incidents that may affect the success of the project.
5. Determine the need for the research project to be reviewed by the department's ethics committee.

**Responsibilities of the CBRI: \_\_\_\_\_ CBRI Rep. Initials**

1. CBRI will endeavour to ensure the instructor the student and the host organization understands and approve of the nature of the work to be undertaken on the placement.
2. The CBRI will serve a liaison function among these parties will offer advice on best practices in Community Based Research, and assist in overcoming any difficulties throughout the project.
3. Where appropriate the CBRI may form and facilitate peer support and project coordination meetings for students working on projects, to enhance learning and coordinate research.

By signing below, you are stating that you agree to the above terms regarding this Community Research Placement. You have a full understanding of what the project entails and what your responsibilities are for the duration of the project. If any aspect of this agreement is altered, all parties must be notified, the agreement amended, and re-signed by all parties involved.

Student: \_\_\_\_\_  
Date Print Name Signature

Instructor: \_\_\_\_\_  
Date Print Name Signature

Host  
Organization: \_\_\_\_\_  
Date Print Name Signature

CBRI: \_\_\_\_\_  
Date Print Name Signature