



**Working with Ginsberg Center:  
Academic Partnerships  
& Consultation**



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STUDENT LIFE  
EDWARD GINSBERG CENTER  
UNIVERSITY OF MICHIGAN

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## Ginsberg Center Overview

The Edward Ginsberg Center is University of Michigan's civic and community engagement center. Our mission is to cultivate and steward equitable partnerships between communities and the University of Michigan in order to advance social change for the public good. Based on this mission, our vision is for inclusive democracy; thriving, diverse communities; and equity & social justice.

*We accomplish this through a three-pronged approach:*

- **Empowering students** to engage in positive change through social justice education, leadership development, and meaningful civic and community engagement experiences
- **Supporting faculty and staff** efforts to connect socially just civic and community engagement experiences to coursework, research, and programs.
- **Connecting community** organizations with students, faculty, and staff who are invested in positive social change.

### For Faculty & Staff

Ginsberg Center works with **faculty** (all ranks and titles), **department chairs**, **administrators**, **academic and co-curricular program staff**, and **post-docs** whose work at U-M engages with external communities. We refer to these university stakeholders as '**academic partners**'.

From faculty development programs to community partner matchmaking support, Ginsberg Center supports our academic partners in integrating equitable and sustainable community engagement practices into courses, research, programs, and university-community partnerships. Our extensive community partner network is rooted in Southeast Michigan, Washtenaw County, and Detroit and includes over 300 non-profits, grassroots organizations, schools, and government agencies. We work across academic disciplines and in *all* of U-M's 19 schools and colleges to help our academic partners connect their teaching, research, & scholarship to these local communities.

# Working with Ginsberg Center

## Our Process

As an academic partner, your relationship with Ginsberg Center begins with an **initial consultation** with Ginsberg staff. During this meeting, we'll learn more about you, your work at U-M, and what motivates you to connect with Ginsberg Center. We'll also share about the Ginsberg Center's community-driven approach to engagement and begin to explore ways we can support your work.

Our commitment to community-driven engagement informs our **consultation process**, which can include:

### Discovery Meetings

Getting to know your course/project/research in detail; understanding how you and your work are situated within the University; addressing your questions about Ginsberg Center's support for academic partners

### Exploring a Partnership with Ginsberg Center

Identifying potential shared goals; exploring specific ways that Ginsberg Center could support your work; reviewing Ginsberg Center's template for **partnership agreements** (i.e. documented shared expectations) in preparation for deeper discussion

### Matchmaking Process

Working with our matchmaking team to identify potential local community partners for your projects; translating your project opportunity for a community audience

### Developing a Partnership Agreement and/or MOU

Co-developing the language, scope and timeline of a partnership agreement between Ginsberg Center and you/your unit. If applicable, establishing Ginsberg Center fees for service and developing a **memorandum of understanding (MOU)** to document financial terms.

## Request a Consultation

**To request a consultation or to learn more about Ginsberg Center**, please submit a [Support Request Form](#). For help with the form, contact [ginsberginfo@umich.edu](mailto:ginsberginfo@umich.edu).

## Support Offered by Ginsberg Center (Scope of Services)

### Community Matchmaking & Partnership Support

1. **Community Insights:** We provide information about local community priorities, gaps, requests, and potential sites across our partner network. Our network includes over 300 non-profit, government, and social service organizations in SE Michigan, Washtenaw County & Detroit.
2. **Facilitated Introductions & Community Matchmaking Support:** We use our knowledge of local organizations and their priorities to identify community partners with shared interests and goals. Grow your relationships with facilitated introductions and ongoing support for your emerging partnership. Learn more about [community matchmaking support](#).
3. **Project Translation:** We work with you to help define the parameters of your offering/opportunity and make it transparent and accessible for community partners (or others in the university).
4. **Community Outreach & Promotion:** We share your project and provide tailored outreach to specific community organizations, groups, and/or populations.
5. **Long-Term Relationship Stewarding:** We serve as a central point of contact at U-M for the community partners you work with to ensure the continuity of

relationship to U-M at the end of the project and through faculty transitions. We'll work long-term to keep them apprised of upcoming opportunities and connect them to future projects.

6. **Partnership Consultation:** We offer equity-focused and community-centered advising on partnership issues including: structure and terms of partnership agreements between community organizations and university partners, power and participation dynamics in university-community projects, and shifting university-centric working norms to support community participation and priorities. In some circumstances, Ginsberg consultants can serve as embedded consultants within a project team (MOU required).
7. **High-Stakes Meeting Facilitation:** We offer meeting planning and facilitation support for difficult dialogues and critical junctures in university-community partnerships.

### Support for Research, Teaching, & Faculty Development

8. **Department & Unit Strategy:** We work with leadership to develop strategy, resources, and networks to support departmental and unit investments in community-engaged teaching, learning, research, and scholarship. As thought-partners and advisors, we provide feedback and strategic consultation as you develop your plans for community-engaged initiatives.
9. **Faculty Development Workshops & Programs:** We provide professional development for faculty, administrators, post-docs, and staff on best practices for community-engagement. We also offer Communities of Practice for faculty and staff doing community engaged work. Learn more about our [workshops and programs for faculty & staff](#).
10. **Teaching & Learning Consultation:** We provide pedagogical consultation and resources for community-engaged courses & programs with an emphasis on equity-focused methods for course & project design, facilitation, assignments, assessments, course materials, learning goals, and class/program policies.

11. **Research Consultation:** We offer resources and expertise on best practices and new directions for community-engaged research, resources and guidance for translating your CE research and teaching into public and scholarly products, and CE guidance for grant proposals. Learn more about our [support for research](#).
12. **Letters of Support for Grant Proposals:** We provide letters of support to our academic partners in support of grant proposals. Research consultation at least 6 weeks in advance of proposal submission deadline is required. Budget allocation for community partners and/or Ginsberg Center support may also be required.
13. **Consultation on Evaluation and Assessment of CE:** We have expertise in equity-focused approaches for evaluating CE-projects (student learning outcomes, community impact, community partner experience, etc) that can guide your development and implementation of assessments. Note: Ginsberg does not design or administer evaluations and assessments for academic partners.
14. **Campus Navigation & Insights:** Unsure where to start? Need to know who's already doing this work? We'll provide introductions to existing campus resources, offices, and contacts involved in community engagement. Wayfinding to help you understand the larger landscape of faculty and units doing community-engaged work at U-M.

## Preparing & Engaging Your Students

15. **Student Preparation Workshops:** We help prepare undergraduate, graduate, and professional students for community-engaged learning in both curricular and co-curricular settings. Open registration & in-class workshops available. Asynchronous online options also available. Learn more about our [workshops & resources for student preparation](#).
16. **Student Consultation & Advising:** We offer consultation, advising, and training for individual students and student organizations that are doing community engaged work, or are interested in learning how. Learn more about [consultation & advising for students](#).



17. **Ginsberg Center Opportunities for Students:** Through a range of partnerships with academic units across the university, Ginsberg Center offers leadership opportunities, community placements, service activities, student employment, and internships for undergraduate and graduate students. Learn more about [opportunities for students](#).

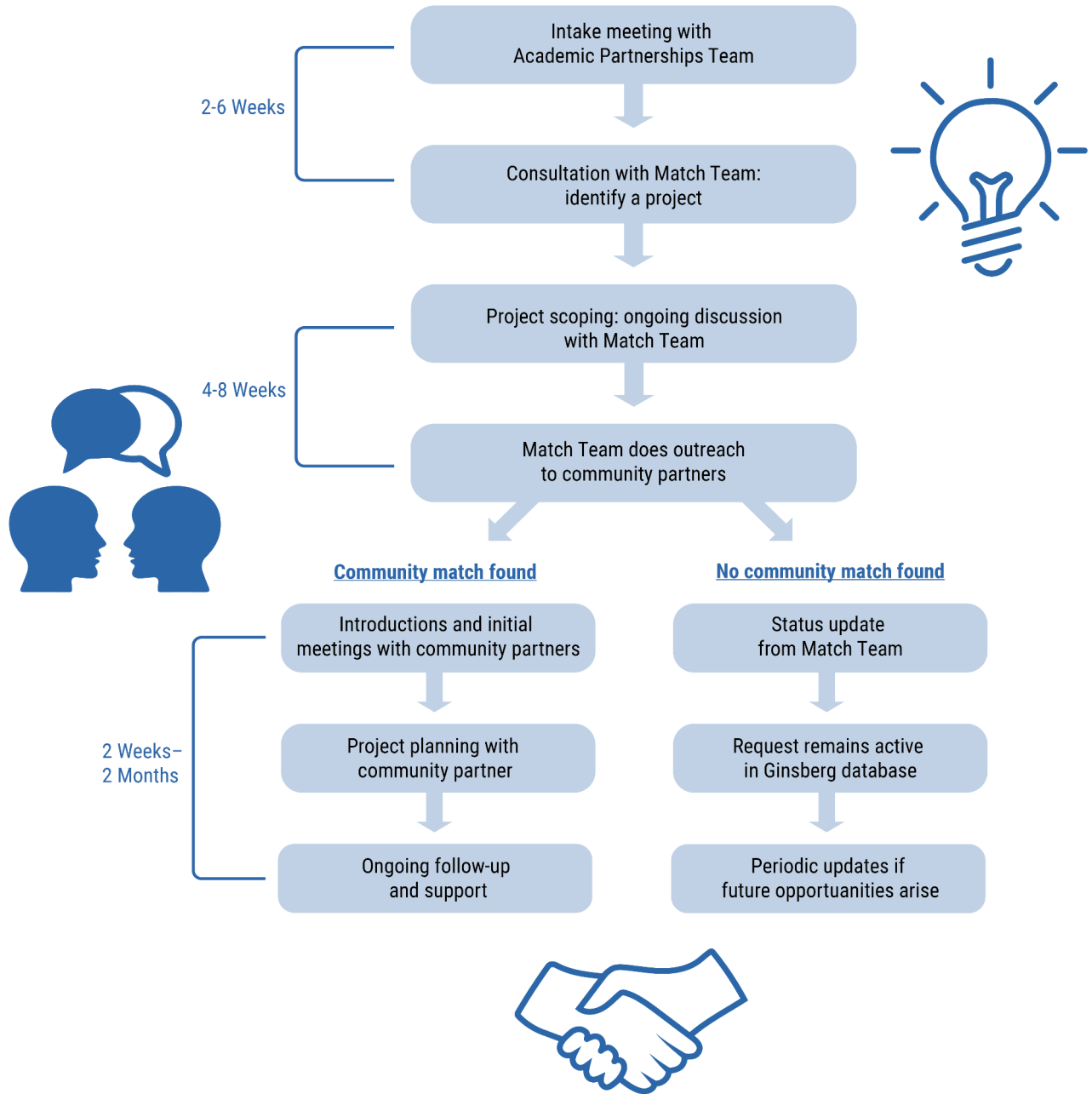
## Grants & Publishing

18. **Faculty Grants:** We administer small grants and seed funds for community engaged courses and research projects. Learn more about [our grants](#).
19. **Scholarship & Publishing Consultation:** As the home of [Michigan Journal of Community Service Learning](#), we share guidance on ways to translate your community-engaged activities into academic scholarship and public products.

## Generally Outside of Ginsberg Center's Scope:

- Project Management & Admin, Event Coordination, Meeting Facilitation, Communications
- Assessment Design & Administration of Assessments
- Support for Projects and Programs that are not within [GC's definition of 'community-engaged'](#) (e.g. study abroad without a CE focus, projects that exclusively engage campus partners/UM students, financial support for projects whose community partners are all or mostly outside of SE Michigan)
- Trainings for Community Partners; Trainings on broad topics (bystander intervention, general conflict management skills, general DEI topics)

# Our Matchmaking Process & Timeline



## Partnership Agreements & Fee for Service

At our discretion, Ginsberg Center may request a Partnership Agreement and/or Memorandum of Understanding (MOU) be used to document and define the services we are providing and/or our plans for collaboration with you. A **Partnership Agreement** is used to establish shared goals, expectations, timelines and norms for working together. A **Fee for Service Agreement** is used to document any fees for service that may be a part of our agreement. Depending on our work together, we may use a combined Partnership Agreement and MOU.

### Sample Components of a Partnership Agreement

- Establishing Shared Goals
  - What are the reasons for this partnership? What are the goals of the partnership? What specific projects & outcomes are we pursuing together?
- Meetings & Participation Norms
  - How often will we meet and for what purpose? Who attends and what are their roles? How do we schedule time with each other? How often?
  - Who develops the meeting agendas? What are our respective roles within meetings? Who facilitates? What participation guidelines or norms do we wish to establish together?
- Communication & Documentation
  - How do we communicate news, decisions made, and changes to our plans?
  - How will we document our work/decisions? Where will this documentation live?
- Decision-Making
  - What are the methods we use for making decisions together? What are our respective roles in decision-making? Who has authority to make decisions? Who are additional stakeholders that need to be involved in decisions?
- Required Resources & Roles

- How will the work be distributed? What is the anticipated time/ labor of the project? How will community partners be compensated? Who is responsible for securing funding/labor and on what timeline?
- Acknowledgement of Contributions
  - What shared language will we use to acknowledge our work together? What are our expectations for when and how we acknowledge the partnership? For how long will we continue to ensure that partnership is acknowledged?
- Schedule of Check-in Meetings to Reflect on Partnership & Process
- Succession/ Transition Planning
  - What is our plan for managing staff/faculty transitions? How might we anticipate the natural end of a project? Who will be responsible for data and record-keeping stewardship in the long-term?
- Outline of Commitments / Deliverables
- Ginsberg Fee for Service

## Sample Fee for Service Agreement

Ginsberg + \_\_\_\_\_ Fee for Service Agreement

Prepared by \_\_\_\_\_ (Ginsberg Center), [DATE]

### Collaborating Parties

Edward Ginsberg Center for Community Service and Learning  
Department \_\_\_\_\_, U-M School of \_\_\_\_\_

### Purpose

This outlines a fee-for-service agreement between GC and Department of \_\_\_\_\_, School of \_\_\_\_\_. It specifies the initial scope and duration of consultation services provided by GC to \_\_\_\_\_ and outlines mutual agreements for collaboration, communication, acknowledgements, fees for service and other terms.

## Ginsberg Center Role & Responsibilities

### Ginsberg Center's Role

**Ginsberg Center's role** is to advise and serve as a thought partner to you as you work to develop *equitable* and *sustainable* university-community partnerships for research and/or teaching and learning. Guided by our [mission and principles](#), our approach is to listen, inquire, analyze, prioritize, assess, and make recommendations in order to advance:

- *community-driven* engagement and *community-identified* priorities. Community is defined as the larger external communities that you hope will benefit from your projects and the external community members and organizations that you have or will develop relationships with.
- long-term and institutional/school-wide/departmental commitments to community partners, with an emphasis on local impacts
- intentional integration of community priorities and academic learning objectives
- tangible, sustainable benefits for community partners, with reciprocal benefits for campus partners and students, produced through transparent and equitable processes.
- the recognition that community members are experts in their own right, with deep knowledge about their communities and practices, rather than sites/objects of academic exploration or the passive recipients of university expertise

### What Ginsberg Center Will Provide

**Ginsberg staff** will offer the following consultation services to \_\_\_\_\_, effective from date of signing through \_\_\_\_\_.

1. **EXAMPLE: Two (2) semi-structured group consultations, up to 2 hours each.**
2. **EXAMPLE: One (1) open-ended group consultation, up to 2 hours**  
Ginsberg Center will develop agendas and facilitate 2 semi-structured group consultation and 1 open-ended group consultation designed to inform and support faculty in:
  - Goal 1
  - Goal 2
  - Goal 3
- **EXAMPLE:** Through consultation, GC will provide: **Community Insights, Partnership Consultation, Project Translation, and Department & Unit Consultation/Strategy.** Review GC [Scope of Services](#) for details.

## Working with Ginsberg Center: Academic Partnerships & Consultation

- **EXAMPLE:** Meetings will be attended/facilitated by 2 staff consultants, with representation from GC's Academic Partnerships and Community Matchmaking Teams.
- **EXAMPLE:** Includes staff time for research, meeting preparation, GC team strategy development, the development of pre-work, and follow-up.

### Dept           , U-M School            Responsibilities

- Commitment #1
- Commitment #2
- Commitment #3

### Attribution & Acknowledgements

All parties agree to the Ginsberg Center's [guidelines](#) for acknowledging partnership with GC (or services from GC) in any UM-wide or public communications about the partnership elements of their work.

### Fee for Service

                   will pay Ginsberg Center                    for the services outlined in this MOU. Please work with                    to determine the appropriate shortcode to transfer funds at the time of payment. Payment of            due by           .



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As a community engagement center, our mission is to cultivate and steward equitable partnerships between communities and the University of Michigan in order to advance social change for the public good. We strive to increase the University's capacity for positive community engagement by bringing passionate and committed students, faculty, and community members together to advance high-impact collaboration focused on community-identified needs and priorities.

## WHAT WE DO MATTERS. HOW WE DO IT MATTERS, TOO.

# OUR PRINCIPLES

### centering on equity

*Our students, faculty and staff, and community partners all share their interests, goals, and expectations.*

### moving from individual to collective action

*We bring together parties with shared interests to amplify positive community impact.*

### starting with community

*We match community-identified priorities with U-M resources.*

### acknowledging power

*Our community partners are active agents with deep knowledge about their communities and practices.*

### connecting learning across contexts

*We support students' integrative learning, with an emphasis on reflection.*

### fostering long-term partnerships

*We establish long-term relationships with our partners beyond the scope of a particular project or engagement.*