**Understanding the many programs, courses and events connecting students and faculty to the community can be confusing. The following are some tips to guide your efforts to connect.**

**Questions to consider when exploring possibilities as a Co-Educator1**

Articulate what your organization needs and what your organization can offer students:

* **What might students *learn*?**
* **How does your agency *support* students from diverse backgrounds and address justice and equity issues?**
* **What *professional skills* might they gain?**
* **What *personal skills and insights* might students gain regarding personal strengths, values, attitudes or character?**
* **What are the *academic dimensions* of your work?**
* **What in your work will help students better *understand their course material*?**
* **What can you share about *your own experience* important for students to know?**

**Course connections may evolve by**:

* HSU STUDENTS or FACULTY approach organizations to learn more about opportunities to fulfill their course service requirements.
* COMMUNITY ORGANIZATION STAFF approach HSU students, faculty and staff to develop partnerships.

**DECIDE which type of service project works best for you:**

* **Academic Interns** focus on professional development, with faculty overseeing the individual’s 60+ hour service experience.
* **Service Learners** study common academic themes in a class, while serving to address needs with community partners for an average of 30 hours.
* Students and faculty may also conduct research and other one-time projects.

**DEVELOP Promotional Materials:**

* **Position Descriptions** recruit students, promote your opportunities, help with screening, and outline expectations.
* **Create an eye-catching flier** with basic service position and contact information, to be distributed on campus.
* **Create an email announcement** providing information on your service or project needs and attach Position Descriptions or fliers.
* **Integrate information on your website** about your service opportunities.

**SHARE your promotional materials and opportunities widely:**

* The Center for Community Based Learning can share your opportunities with faculty and staff. Contact Stacy Becker at (707) 824-4963, [stacy.becker@humboldt.edu](mailto:stacy.becker@humboldt.edu).
* **Table** atthe **Fall Volunteer Fair** and **Spring Career and Volunteer Expo** events.
* **Post** to **HSU Handshake** (a jobs listing platform). For-profit businesses can only post paid internships. Create your account at <https://humboldt.joinhandshake.com/login>. Contact the Academic & Career Advising Center at (707) 826-3341 for assistance.
* **Connect with faculty:** research department websites, attend department and other HSU events such as the Spring ideaFEST**.** Invite faculty to your Board or committee meetings.
* **Attend classes or serve on panels to share information about your organization.**
* **Post your fliers/materials on campus bulletin boards.** Up to 35 fliers need to be stamped at the UC Information desk. For more information, (707) 826-4414.

*1Adapted from Community Partner Guide to Campus Collaborations… Cress, Stokamer, and Kaufman; Stylus Publishing, 2015; pp. 17-18*