A Guide for Community Partners:
Partnering with the University of Massachusetts Boston (UMass Boston)

The Office of Community Partnerships
Quinn Building, 3rd floor, room 026-7
Contact us at ocp@umb.edu or 617.287.4223
A Guide for Community Partners: Partnering with the University of Massachusetts Boston (UMass Boston)

Contents

I. Introduction
   a. Useful Concepts
   b. Guiding Principles
   c. Common Practices

II. Ways to Engage with UMass Boston
   a. Sponsorship vs. Partnership
   b. How to Engage through Research, Teaching and Service
   c. Research our campus to determine a match

III. Developing a Partnership with UMass Boston: Things to Consider
   a. Academic Calendar
   b. Scope of the potential partnership

IV. Role of the UMass Boston Office of Community Partnerships (OCP)
   a. Mission of the Office
   b. OCP’s partnership implementation process
   c. Step-by-Step: Partnership Development with OCP
   d. UMass Boston’s Engage Portal

V. Resources
   a. UMass Boston Offices, Colleges & Schools, and Centers
   b. Community Development and Research Offices
   c. CANALA Institutes
   d. UMass Boston Community-Engaged Teaching, Research, and Service
I. Introduction

This guide has been created as a resource for external organizations pursuing partnerships with UMass Boston faculty, staff, schools, colleges, departments and centers. Within it you will find resources to assist you in identifying your goals, accessing resources on campus, and beginning a community-campus partnership that focuses on research, teaching or service. This is a working document that will continue to expand as new information and resources are identified.

a. Core Principles

For partnering organizations, having similar goals can be helpful. But shared principles for interaction are even more important. Guiding principles should include:

**Relationship-building:** taking the time and energy to meet, talk, focus, and re-focus the aims, contributions, and outcomes for all organizations in a partnership.

**Equity:** the goal of enabling those in more disadvantaged positions to overcome structural obstacles and achieve their goals. This goes beyond “equality” and treating people in the same way, regardless of their perceived background, challenges, talents, and goals.

**Reciprocity:** this involves recognizing, both now and in the future, that everyone ideally contributes something constructive in a community engagement process. Thus, everyone should be given support and recognition for their input, and also assisted when extra support is needed.

b. Useful Concepts

**Engagement:** authentic interactions based on genuine interest and/or shared goals; recognizing the strength and humanity of all those interacting. Mutual recognition of values, even when entities does not share all values, are key to healthy engagement.

**Collaboration:** different entities, people, or groups working on separate, but connected (aspects of) projects to bring about an agreed upon result. It could also entail working together on given aspects of a project; works best when each other’s goals clearly understood.

**Sponsorship:** usually identified as a one-time act. For example, an outside organization might seek sponsorship from an UMass Boston department for materials, services or space. An organization can seek sponsorship from a UMass Boston college, school, center or department

**Partnership:** requires more engagement between the organizations than sponsorship does. An organization can seek to partner with UMass Boston through one of its colleges, schools, centers or departments. The partnership can be specific to an event and also expand over time to include collective planning, implementation and evaluation of activities for UMB courses, research, internships and other opportunities.

c. Common Practices

• **Community engaged research** is “the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the wellbeing of those people. It is a powerful vehicle for bringing about environmental and behavioral changes that will improve the health of the community and its members. It often involves partnerships and coalitions that help mobilize resources and influence systems, change relationships among partners, and serve as catalysts for changing policies, programs, and practices.”

• **Community-based participatory research (CBPR)** is “a form of community engaged research, involving a collaborative approach for participation, shared decision-making, and mutual ownership in all aspects of the research process by communities affected by the issue being studied, researchers, and organizational representatives.”

---

1 The University and each UMass Boston college, school, center or department has certain requirements and processes to submit a request. If looking for space on campus, please visit the Events Services webpage to access their request form and to learn more about venues at UMass Boston, https://www.umb.edu/in_the_community/conference_event_services.


• **Service learning** is a reciprocal interaction between the community and a student; it is tied to addressing community needs. Students’ implement a service learning project as a component of course curriculum and enables students to apply knowledge and skills learned in the classroom to meaningful service to the community⁴,⁵.

**II. Ways to Engage with UMass Boston**

a. Decide whether you are seeking Sponsorship or Partnership (see above)

b. Engaging through Teaching, Research, and Service & Leadership

There are numerous ways external entities, including community based organizations, government agencies and businesses, typically engage with the University of Massachusetts Boston. Below are suggestions in the areas of Research, Teaching and Service.

**Research**

• Individual faculty or faculty teams
• Centers/institutes
• Graduate students (PhD or Masters students; supported by faculty)
• Upper level undergraduates via Independent Studies

**Teaching**

• Capstone projects and majors
• Independent studies (upper level undergrads)
• Internships (Paid, unpaid, for credit)
• Fellowships
• Co-teaching a course based on the mission of your organization
• Embedding a project within a course
• Service learning projects

**Service & Leadership**

• Grants development (partnering with faculty and staff to develop a fundable idea together, that garners resources for UMass Boston to assist partners with technical needs, research, and projects involving students.)
• Inviting faculty/staff to join an advisory group/committee
• Inviting UMass Boston experts to present at a convening

c. Research University offices, centers, and units to determine match:

There are several UMB offices that support community organizations connecting with faculty, students and staff.

The **Office of Career Services & Internships**:

- To schedule On-Campus Interviews and Information Sessions: contact Cathy Larson, the Office’s Asst. Director at Catherine.Larson@umb.edu;
- To discuss ways to partner with UMass Boston students through Internships: Please contact Matthew Power-Koch, Manager of University Internships at Matthew.Power-Koch@umb.edu;
- To discuss Employer Partnerships that may serve your diverse employment needs contact the Office’s Director, Mark Kenyon, at Mark.Kenyon@umb.edu if you are interested in discussing these opportunities.

The **Office of Student Leadership and Community Engagement** (OSLCE) facilitate community engagement, recruit student volunteers and inform students of volunteer opportunities available at community organizations. Nonprofits can recruit through OSLCE’s structure:

- Organizations may leave brochures or materials to be displayed in the office.
- Organizations can also send volunteer recruitment requests to oslce@umb.edu throughout the year. Please format posts for social media, including Facebook, Twitter, or Instagram. Including a jpg/png file of a flyer or picture always increases visibility. We are also willing to post videos or articles about your organization.
- Invitations to external speakers to inform students and share volunteer opportunities. Please let us know if are interested in providing a speaker or holding an information session.
- **Volunteer Fairs** each semester: Fall Volunteer Fair occurs the second week in September; the Spring Volunteer Fair during the last week of January. To host an on-campus information table outside of the Volunteer Fair, your organization must work directly with Event Services and pay vendor rates.

---

⁴ Arizona State University, Mary Lou Fulton Teachers College - https://communityengagement.education.asu.edu/programs/what-service-learning
⁵ University of Maryland School of Medicine - http://www.medschool.umaryland.edu/OME/Curriculum/Service-Learning/
III. Developing a Partnership with UMass Boston:
Things to Consider when approaching UMB with a potential partnership idea

a. Academic Calendar
The UMass Boston academic calendar runs in semester-based systems that includes a Fall, Winter, Spring and Summer session. The Fall and Spring semester are 15-16 weeks long, with Winter and Summer offering shorter sessions – usually between 3 and 8 weeks. Typically, the beginning of the semester and the end of the semester are the busiest times for faculty and students as they are either ramping up classes or finishing with final projects. Hence, these are not ideal times to seek the time and resources needed to develop a new partnership.

Find the official academic calendar at:
www.umb.edu/registrar/academic_calendar

b. The scope of the potential partnership: questions to ask yourself
• Does my project require administrative support?
• Can my organization provide that support – the ideal scenario – or am I seeking it from entity on campus?
• Does my project require student or faculty input?
• Do I want to connect with a particular course because of its Students? Faculty? Course content?
• Can the goals of my project be achieved in a semester, or in the structure of a full-year?
• How much time is needed for planning of my project?
• How much time is needed for executing my project?
For example, if the partnership work might include engaging students and faculty through a course, the planning for this should happen at least a semester in advance, or well before to align with the university’s course registration process.

IV. Role of the UMB Office of Community Partnerships (OCP)

a. Mission of the Office
The Office of Community Partnerships (OCP) seeks to identify, strengthen, and support the creation of collaborative community partnerships that advance our mission as Boston’s public research university. Our four strategies are:

1. Gateway for Partnerships – serving as a connector and front door for campus and community stakeholders to strengthen existing or create new partnerships, OCP focuses on facilitating long-term, deep, strategic partnerships that go beyond one-time opportunities.
2. Harnessing Campus Capacity for Impact – bolstering community-engaged work in the areas of teaching, research, and service & leadership; enhancing community impact by fostering collective approaches that are holistic, constructive, and transformative; convening to encourage coordination.
3. Elevating University-Community Projects – highlighting partnerships and celebrating community-empowered projects that demonstrate relevance and impact, are defined by the core principles of reciprocity and equity, and are making significant contributions at the local level and beyond.
4. Resource Hub on Partnerships – gathering, organizing, and analyzing information on UMass Boston partnerships; helping with aligning efforts for long-term and sustainable community-university impacts; providing resources for campus and community members to support high quality partnerships.

b. OCP’s partnership implementation process
In order to implement these strategies, OCP has relationships with UMass Boston schools, departments, centers and offices. See Figure 1.

Figure 1: A Glimpse of OCP’s Connections on Campus
c. Step-by-Step: Partnership Development with OCP
As abovementioned, OCP is committed to supporting community stakeholders in identifying new partnerships. The focus is to facilitate long-term, deep, strategic partnerships that go beyond one-time opportunities. Below is a step-by-step process on working with OCP to establish a partnership with an UMass Boston school, department, center or office. See Figure 2.

Figure 2: Step-by-Step Partnership Development with OCP

d. UMass Boston’s Engage Portal
OCP has also spearheaded the creation of UMass Boston Engage. This easy-to-use web platform allows users to search for a current UMass Boston engagement activity by subject, partner name, or geographic location. The Engage Portal enables the possibility of combining resources for similar projects, and provides organizations an easy way to begin exploring partnership opportunities with Boston’s only public research university.
• Search UMass Boston Engage to learn about university resources and available opportunities.
• Identify efforts similar to your own and connect with other UMass Boston partners.
• Potential partners: Express your interest in partnering with UMass Boston. Get started by simply providing your contact information and answering a series of guided questions via the “Partner with UMass Boston” form.
• Current partners: Identify efforts similar to your own and connect with other UMass Boston partners. Visit: https://engage.umb.edu

V. Resources
UMass Boston Offices, Centers, Colleges & Schools

UMass Boston Offices
• Office of Community Relations
• Office of Student Leadership and Community Engagement
• Office of Faculty Development
• Office of Career Services and Internships
• Event Services
• University Advancement
• Office of Research & Sponsored Programs

Community Development and Research Offices
• Center for Social Development and Education
• Center for Social Policy
• Broadening Advanced Technological Education Connections (BATEC)
• Sustainable Solutions Lab
• MakerSpace

CANALA Institutes
(Collaborative of Asian American, Native American, Latino and African Heritage)
• The Institute for Asian American Studies (IAAS)
• The Institute for New England Native American Studies (INENAS)
• The Mauricio Gastón Institute for Latino Community Development and Public Policy
• The William Monroe Trotter Institute for Black History and Culture

UMass Boston Community-Engaged Teaching, Research, and Service
• Center for Innovative Teaching: umb.edu/cit
• E-Learning and Instructional Support: umb.edu/elearning
• ScholarWorks
The University of Massachusetts Boston is committed to disseminating the fruits of its research and scholarship as widely as possible. ScholarWorks is a digital repository for the research, creative and scholarly contributions of faculty, staff, researchers, and students at UMass Boston. Check out UMass Boston’s community-engaged teaching, research, and service working papers, conference papers, theses, dissertations, or other academic works.
http://scholarworks.umb.edu/engage/
• UMass Boston Engage
https://engage.umb.edu