

THE UNIVERSITY OF TEXAS AT AUSTIN

---

**LONGHORN CENTER**  
*for Civic Engagement*  
**Community Partner Needs Assessment**

This worksheet is designed to assist you in determining if your organization may benefit from collaborating with an instructor teaching an Academic Service Learning course at The University of Texas at Austin and working with students taking that course. The Longhorn Center for Civic Engagement (LCCE) staff is happy to accept your written responses to these questions (over email or by fax) or to discuss the answers to these questions with you in person. Please contact the Assistant Vice President for the Longhorn Center for Civic Engagement, Suchi Gururaj, at [suchi.gururaj@austin.utexas.edu](mailto:suchi.gururaj@austin.utexas.edu) or 512-471-6161.

1. What are some activities in which students can engage at your organization that would contribute to your organization's work?
2. Could your organization work with students on a semester basis?
3. How many students can your organization train and supervise in the course of a semester?
4. How many student hours of work would you require each semester?
5. Is there a minimum number of hours students must work to justify training?
6. What kind of training can you provide for student service-learners?
7. How much information can you provide students about your organization and the population you serve?
8. Are you able to work with students to determine the skills they would like to contribute and/or develop during their service?
9. Are there one or two individuals at your organization who will serve as supervisors to the students and points of contact to the course instructor(s)?
10. Would you be willing to come speak to the instructor's class or provide information for the instructor to impart to students before they start service?
11. How will you communicate with faculty about student performance?
12. What will you do if students are not professional and/or prompt at your organization?
13. Are there one or two individuals who can offer feedback about the service-learning course experience to faculty and the Longhorn Center for Civic Engagement staff?

NB: This document was informed by the Community Partner Questions developed by Indiana University.