

TIPS FOR CASE COMMUNITY PARTNERS

As a CASE Community Partner, DO...

Help build good relationships with your CASE students and their professors

- Respond promptly to students contacting you about a placement. Students have semester deadlines and need your help in meeting them.
- Consistently reinforce expectations of student conduct. Educate your CASE students on agency policies and protocol.
- Promote and publicize CASE, to both your colleagues and other agencies.

Maintain contact with CASE staff and the Career Development Center

- Talk to the Career Development Center on a regular basis.
- Ask for help when you need it.
- Anticipate and confront problems before they become insurmountable. Talk to the Career Development Center about any concern. The Career Development Center office number is 973-353-5333.

Create a dynamic learning experience for your CASE students

- Frequently offer feedback. Students like to know how they are doing.
- Plan ahead and create relevant assignments/projects for your students. Keep a reasonable limit on the clerical work.
- Ask students about their academic CASE course, their major(s), and career goals. Encourage their career exploration. Your CASE student may be one of your future colleagues!

As a CASE Community Partner, please...

- DO NOT automatically send a student volunteer home with nothing to do. Your CASE student has a time requirement with strict deadlines, and every volunteer shift is precious. Have several tasks on hand at any given time.
- DO NOT attempt to solve any serious student issues on your own without the Career Development Center. The Career Development Center is the University's liaison to the Community Partners and is trained to help in these situations.
- DO NOT underestimate your student's capabilities. Students want to be challenged, and they will rise to the occasion if you give them the opportunity.