Information for Faculty

Your final class report

- The PALS Report Template can be found on the PALS Faculty Resources webpage and should be used for all reports – please send this to students **early** in the semester. It includes guidelines and templates to ensure consistency in our final deliverables to the partner.
- Our editor needs the report formatted in Word or Power Point, NOT AS A PDF; if it is to be in InDesign, we will work with you to incorporate edits. We prefer to receive the graded version with your review comments, since these are helpful to our editor as soon as the semester is complete.
- A brief executive summary must accompany the final product and, if there are multiple student reports, the final report still needs an overall executive summary that is sent to PALS must be the consolidation of the reports. A consolidated report still needs an overall executive summary.
- All final reports will be professionally edited by our editor **before** going to the partner to ensure consistent quality and formatting.

Your class presentations

- A PALS slide template must be used for all final PowerPoint presentations to ensure consistency in formatting – please send this to students early in the semester.
- We recommend scheduling your mid-term and final presentations as early as possible. Please notify PALS staff when the location, date and time of your presentations have been scheduled.

Interacting with PALS

- You must meet with PALS/other faculty twice during the semester to collaborate and converse.
- Inform PALS about upcoming events or site visits
- Report any problems early. If you are having trouble communicating with your contact or obtaining data, let us know ASAP so that project progress is not impeded.
- Please submit all remaining expenses for reimbursement no more than one week after the conclusion of the semester.
- If you require a vehicle rental, please contact the PALS Coordinator *at least two weeks before* they are needed.

Interacting with the Partner

- The utility and success of PALS courses from the Partner's viewpoint depends largely on the amount of contact staff have with students and faculty. You are responsible for ensuring adequate communication, logistics and coordinating with your Partner's point of contact. However, depending on circumstances, you may also designate a student or students to serve this role. We want to avoid overlapping requests of Partner staff.

1

- Classes must check in with the Partner at *least* three times throughout the semester to provide a progress report and allow the County/City to provide guidance if needed. If feasibly, we recommend bi-weekly calls or weekly emails in order to maintain consistent communication.
- Any planned interactions with the public, surveys, pamphlets, etc. must be vetted by the Partner and PALS Staff.