**Challenge Us!**

**Questionnaire for Community Challenges**

Instructions:

Please complete the following questionnaire to give us a sense of your project and/or challenge. We will contact you to discuss your submission within one week of receiving it. After we work together to refine the content, and once you approve, we will posted the following information online for our students to see: project title, description, timeline, number of groups, your name, and your title. Please email completed form to Kate Whalen at [WhalenK@McMaster.ca](mailto:WhalenK@McMaster.ca)

Acknowledgement:

This form has been developed in collaboration with faculty and staff from across campus. The Academic Sustainability Programs Office, W. Booth School of Engineering Practice and Technology, and CityLAB would like to acknowledge The MacPherson Institute and the Office Community Engagement, through their Experiential Learning in Academic Programming (ELAP) Grant, for the opportunity to further develop cross-campus relationships so that we may improve our processes and work together to better serve our students and the community.

1. **Email address:**
2. **Your Name:**
3. **Your Title:**
4. **Project-Sponsoring Organization:**

Please state the name of the sponsoring organization, if applicable.

1. **Project-Sponsoring Organization Website:**

Please state the sponsoring organization's website URL, if applicable.

1. Facebook handles/tags/hashtags that are relevant for promotion/communication about this project, if applicable:
2. **Twitter** handles/tags/hashtags that are relevant for promotion/communication about this project, if applicable:
3. **Instagram** handles/tags/hashtags that are relevant for promotion/communication about this project, if applicable:
4. Descriptive Project Title:

This title is not set in stone, but should help give students an idea of what the project is about.

1. Project Description:

Tell us about the project idea and/or challenge. See here for some examples: <https://asp.mcmaster.ca/experiential-learning-project-opportunities-2/>

1. **Deliverables/Outputs** (check/underline all that apply)

What are the students required to do/produce? Select all that apply and/or add more information.

* Primary Research (ie. conducting surveys and/or collecting data)
* Secondary Research (i.e. review of literature and finding information from books and online)
* Feasibility Study
* Business Case
* Policy Paper
* Prototype (physical)
* Design
* Marketing Report
* Advertising Report
* Developing a Website
* Marketing Campaign
* Pilot
* Event or Workshop
* Other (please describe):

## Supports and Resources

Are there any specific resources and/or supports that you may require?

* Engineering and Design (3D printing; metal…; injection moulding)
* Computer Technology (InDesign/Photoshop; GIS mapping; online survey tools, multimedia)
* Ethics and Consultation (research ethics support; community consultation and/or facilitation)
* Research (Access to Online Journals and Academic Resources, access to experts)
* N/A
* Other (please describe):

## What resources can you offer to students?

* Office space
* Funding
* Professional and/or expert guidance
* Letter of reference
* Connections to professionals in the field
* Specialized software or equipment
* N/A
* Other (please describe):

## Timeline

When do you want the project to be completed? Please use "Other" box to let me know of any deadlines or milestones that need to be met.

* Fall semester (by December)
* Winter/Spring Semester (by April)
* Summer Semester (by August)
* Other (please describe):

1. Does this project lend itself to more than one student groups? If so, how many groups could you support (1, 2, 3, more)?

In other words, are you willing to take on multiple groups working in parallel or on different aspects of a larger project?

## How much time do you have to devote to this project?

Students will require direction on their project and will want to consult with you along the way. In addition, some students and/or projects may benefit from additional mentorship and/or guidance. We want to make sure that we take your availability into consideration.

* Less than one hour/month
* 1 hour/month
* 1 hour/week
* 2 hours/week
* More than 2 hours/week
* Other (please describe):

## Additional Information

Do you have questions, comments, or concerns? Is there any other information you think we should know about?