FNIS 400 COMMUNITY PARTNER TIMELINE

Term 1: Build It | 2026-27

This timeline highlights when we are most likely to need your time, feedback, or action. We know schedules vary and time is limited, so these dates are meant to support planning. If circumstances change or timing needs to shift, please be in touch so we can adjust together.

KEY DATES TO HOLD

SEPT. 16 Partner Fair | 11:00 AM-2:00 PM	**SEPT. 18** Send preliminary student preferences	**SEPT. 21-24** Hold time for targeted interviews	**SEPT. 24-28** Send final feedback/preferences
LATE SEPT. / EARLY OCT. First project meeting	**OCT. 9-16** Partner Scope Check	**NOV. 2-4** Review + sign Project Proposal	**EARLY JAN.** Term 2 re-entry meeting

SEPTEMBER | PLACEMENT & MATCHING

A reciprocal process: indicate interest, learn more, and provide feedback before placements are finalized.

DATE	MILESTONE	YOUR ROLE
Sept. 16 **11:00 AM-2:00 PM**	**Partner Fair**	**BLOCK TIME.** Participate in the Fair in person or by Zoom, as arranged.
Sept. 18	**Preliminary Placement Interests**	**ACTION REQUIRED.** Send us the names of students you would seriously consider working with or would like to learn more about. Students identify three unranked placements.
Sept. 21 **by 12:00 PM**	**Resumes & Tailored Cover Letters**	**FYI.** If you are scheduled to interview, you will receive the student's Practicum Resume and tailored cover letter beforehand.
Sept. 21-24	**Targeted Two-Way Interviews**	**BLOCK TIME.** Hold some availability for short interviews. We will arrange specific times. These are reciprocal conversations, not conventional hiring interviews.
Sept. 24-28	**Final Placement Preferences**	**ACTION REQUIRED.** If you interviewed students, send us your final feedback or preferences. Students also submit final rankings during this window.
Late Sept. / **early Oct.**	**Placement Confirmation + First Meeting**	**BLOCK TIME.** We will confirm placements as soon as matching is complete. Then meet once with your student and David to launch the project and plan a Partner Scope Check for Oct. 9-16.

OCTOBER-NOVEMBER | DEFINE THE PROJECT

Turn the initial project idea into an agreed, feasible project.

DATE	MILESTONE	YOUR ROLE
Oct. 9-16	**Partner Scope Check**	**BLOCK TIME.** Meet once with your student to confirm the scope reflects your organization's needs, the deliverable will be useful, and the work is realistic within the Practicum.
Nov. 2	**Cleared Proposal Sent to Partner**	**BLOCK TIME.** Set aside review time Nov. 2-4. Read the teaching-team-cleared Proposal and raise any concerns promptly.
Nov. 4 end of day	**Signed Project Proposal Due**	**ACTION REQUIRED.** Sign once the Proposal accurately reflects the project you and the student have agreed to undertake together.

WHAT DOES MY PROPOSAL SIGNATURE MEAN?

Your signature confirms that the Proposal accurately represents the agreed project at this point. It does not mean the project can never change. Significant later changes should become a conversation.

OCTOBER-NOVEMBER | ETHICS, PERMISSIONS & READINESS

Be available for clarification while students resolve the conditions that apply to their project.

DATE	MILESTONE	YOUR ROLE
Oct. 19	**Ethics Pathway Confirmed**	**AVAILABLE AS NEEDED.** The teaching team confirms the project's ethics pathway. We will notify you if formal review is required.
Oct. 23-30	**Ethics, Permissions & Readiness**	**AVAILABLE AS NEEDED.** Students may need timely clarification about participants or information sources, permissions, privacy, confidentiality, protocol, access, stewardship, or decision-making authority.
Nov. 2-4	**Proposal Review & Signature**	**ACTION REQUIRED.** Review and sign the cleared Proposal by Nov. 4. This is the main scheduled partner task during this period.
Nov. 13 at noon	**Formal Ethics Submission, Where Required**	**FYI.** Behavioural and Archival projects requiring formal review enter the CIS ethics review process. No scheduled partner action is normally required. Date pending committee confirmation.

ABOUT ETHICS

Every project has ethical responsibilities, but only some require formal review. We will let you know if yours does. Students may need timely clarification about access, permissions, confidentiality, protocol, or decision-making authority. **Activities requiring formal approval cannot begin until that approval is in place.**

JANUARY | RE-ENTER THE PROJECT

EARLY JANUARY TERM 2 RE-ENTRY MEETING BLOCK TIME. Meet once with the student and David to confirm project status, review the January-to-March work plan, and establish key partner review points for Term 2.

HOW WE WORK

SHARE EARLY
Students show work while it can still change.

CHECK IN REGULARLY
Aim for a brief weekly check-in where schedules allow.

MAKE CHANGES VISIBLE
Discuss significant changes before incorporating them.

RAISE PROBLEMS EARLY
Bring issues forward while there are still options.