



University  
of Victoria

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Dear Community Member,

We appreciate your expression of interest in a project proposed by a graduate student in the School of Child and Youth Care at the University of Victoria. 'Projects' of an applied nature may be chosen by graduate students in lieu of a research 'thesis.' Like a research thesis, a project is undertaken by the student as partial fulfillment of the requirements for a Master of Arts Degree in Child and Youth Care.

Our structure within the School of Child and Youth Care is that a graduate student who undertakes a project will have a committee that oversees the project. The committee must approve the idea and methods for the project and provide supportive commentary and evaluative feedback while the student is undertaking the project. Generally, the committee consists of a primary supervisor, who is a faculty member of the School of Child and Youth Care, and a resource person in the community at large who is well situated to comment on the validity and utility of the project. This person is referred to as the Community Representative. This designation reflects the intention that the person is someone who is involved in the area of applied work addressed by the project and is, conceivably or actually, a potential end-user or beneficiary of the project in their professional capacity.

The kinds of questions that the Community Representative is expected to be able to advise on include (but are not limited to) those noted below.

1. Is the project potentially useful to the target population that the student has identified?
2. Is the student well enough informed about the subject matter and the population that the project addresses?
3. Is the way the student proposes to go about the project well conceived?
4. Is it ethical?
5. Is it likely to produce the desired results?
6. Is the final product or end result of the project worthwhile to the target population and to the issue that it purports to address?

If you accept the role of Community Representative in regards to the proposed project under discussion, the School of Child and Youth Care requests that you agree to undertake the actions noted below.

1. Critical and constructive review of a written proposal for the project provided to you by the student. If approved, the Community Representative should indicate this approval in writing.

A brief letter addressed to the primary supervisor and copied to the student is sufficient. However, commentary, suggestions, or requests for changes in project plans are also welcomed.

2. Critical and constructive review of the project provided verbally in a meeting with the student at a mid-point during the student's work on the project.
3. Critical and constructive review of the written product of the project, culminating in a letter to the primary supervisor indicating:
  - (a) approval;
  - (b) non-approval with indications of concrete steps that the student should take to complete the project satisfactorily.
4. Participation in an 'oral defence' of the project after it is completed. This is a formal meeting, chaired by a member of the Faculty of Graduate Studies, and attended by the primary supervisor, the Community Representative, and the student. Interested other parties are sometimes invited as non-participating attendees at the discretion of the faculty, Community Representative and student. At this defence, the student presents the project, the adjudicating committee asks questions, and a discussion of the project ensues. Finally, the committee members, including the Community Representative, are asked to determine whether or not the student has successfully met the requirements for the project. It is strongly preferred that the Community Representative be present in person for the defence held at the University of Victoria. Reimbursement for travel expenses can be provided. In difficult circumstances, participation via teleconferencing can be arranged.

Thank you for considering becoming involved as the Community Representative on a student's project. Your contribution as a Community Representative would be very much appreciated by the School of Child and Youth Care and by the student.

Please find attached a Community Representative Memorandum of Understanding that we request you to complete and return to the primary supervisor if you decide to go ahead and formally become the Community Representative on the proposed project.

Yours sincerely,

Primary Supervisor  
School of Child and Youth Care

**Community Representative  
on a School of Child and Youth Care Graduate Student Project  
Memorandum of Understanding**

I agree to serve as the Community Representative on the Committee for a Project to be carried out by (name of student)\_\_\_\_\_.

I understand that this project will be undertaken by the student as partial fulfillment of the requirements for a Master of Arts degree in Child and Youth Care. I understand that my role would be voluntary and would not be remunerated.

I agree to provide feedback at the following four points:

1. Critical and constructive review of a written proposal for the project provided to you by the student. If approved, I agree to indicate my approval in a written letter addressed to the primary supervisor and copied to the student. If not approved, I agree to provide commentary, suggestions, or requests for changes in project plans in a written letter addressed to the primary supervisor and copied to the student.
2. Critical and constructive review of the project provided verbally in a meeting with the student at a mid-point during the student's work on the project.
3. Critical and constructive review of the written product of the project, culminating in a letter to the primary supervisor indicating:
  - (a) approval;
  - (b) non-approval with indications of concrete steps that the student should take to complete the project satisfactorily.
4. Participation in an 'oral defence' of the project after it is completed.

This meeting process has been described to me as follows:

*The oral defence is a formal meeting, chaired by a member of the Faculty of Graduate Studies, and attended by the primary supervisor, the Community Representative, and the student. Interested other parties are sometimes invited as non-participating attendees at the discretion of the faculty, Community Representative and student. At this defence, the student presents the project, the adjudicating committee asks questions, and a discussion of the project ensues. Finally, the committee members, including the Community Representative, are asked to determine whether or not the student has successfully met the requirements for the project. It is strongly preferred that the Community Representative be present in person for the defence held at the University of Victoria. Reimbursement for travel to and from the meeting by car can usually be provided following discussion in advance of the meeting. (In difficult circumstances, participation via teleconferencing can be arranged.)*

I agree to serve as a Community Representative.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Professional Role

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax