Introduction: Set the context → Grounded in the Literature.

- Paragraph(s) about your institution.
- Paragraph(s) about the local community.
- Why did your institution and the local community decide to partner?
- Overview of the Program: To set the stage for the remainder of the article: Two or three sentences.

- Desired Outcomes: What exactly are the goals of the program?
  - For the community?
  - For the university students (if applicable)?
  - For the university faculty members?
  - For the institution overall?

Details of the program

- What faculty expertise was brought to the table?
- Why and how were university students involved in the program (if applicable)?
- What exactly does the program do?

Measuring the Impact of the Program: Methodology

- How exactly were outcomes measured? Outline the methodologies used.
- How was the community involved in the impact-measure design, data collection, and data analysis (if applicable)?

Findings: Report on the results of the studies on impact.

- For the community?
- For the university students (if applicable)?
- For the university faculty members?
- For the institution as a whole?

Discussion

- Articulate how the findings overwhelmingly indicate that the program should be sustained over the long-term.
- Tell how the program is being sustained.

Conclusion

- Articulate two or three main lessons learned, or best practices that the reader can replicate in her/his university-community context?