

Sample Community Agreement: *Empowering Students through Career Technical Education and Career Advising*

This sample community agreement provides guidance for establishing community norms with attendees that can be modified or customized as needed.

- **Be timely:** Start and end the session on time, take brief breaks, and be ready to start when the breaks are complete.
- **Be Respectful:** Give undivided attention to the person who has the floor (permission to speak via emojis or hand raise, etc...). Attendees and facilitator will limit non-workshop technology use and outside distractions
- **We take care of ourselves:** Stretch, eat, drink, use the restroom, rest, etc. when needed
- **Be Open While Respecting Confidentiality:** Speak for others only with explicit permission. We will be as open and honest as possible without disclosing others' personal or private issues (e.g., family, roommates, friends).
- **Take Space and Make Space:** if you are usually quiet challenge yourself to take more space, and if you usually talk a lot be mindful to leave room for quieter voices
- **Right to pass:** It is always okay to pass (meaning "I'd rather not" or "I don't want to answer"). In virtual settings, we also have the space to turn off the camera and regroup when needed. In person, you may leave the room if needed to regroup.
- **Nonjudgmental approach:** We can disagree with another person's point of view without putting that person down.
- **Taking care to claim our opinions:** We will speak our opinions using the first person and avoid using 'you'. For example, "I think that kindness is important", instead of "You are just mean"
- **Sensitivity to diversity:** We will remember that people in the group may differ in cultural background, sexual orientation, and/or gender identity or

gender expression and will be careful about making insensitive or careless remarks.

- **Intent vs. Impact:** We will consider how our words may be received by other attendees and the facilitator, and be aware of both verbal and nonverbal communication and cues. At the same time, we will assume positive intent.
- **Anonymity:** We can ask any question or share any information via individual chat or note to the facilitator.
- **Naming:** We will be using first names to address each other during our time together and please feel free to include pronouns ("he/his, she/her, they/them" and so on) if you would like to.
- We will **explain jargon** and limit the use of acronyms
- **If someone says something that is an 'ouch':** establish a common norm/agreement for how to respond.
- **Breaks:** We will have breaks throughout the workshop. Attendees are asked to notify the facilitator if they need to step away for more than 10 minutes or not participate in a portion of the workshop
- **"Lean in" and ask questions:** We believe that no question is silly, dumb or "wrong" as long as it is respectfully asked. There may be times that you feel uncomfortable, particularly when discussing sensitive and personal topics.
- **No one knows everything:** We are all teachers and all learners, and together we know a lot.