**PJSL Manuscript Review Form – Community Partner Snapshot**

**Review Guidelines:** Please consider the criteria below as a guide for writing your review. Please provide suggestions for revision and specific feedback to the writer in the comments sections below, along with your final recommendation.

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| **MANUSCRIPT#** |  |
| **DATE OF REVIEW** |  |

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| **SECTIONS** | **CRITERIA** | **COMMENTS** |
| Student Introduction | * Describes your reason or motivation for involvement with the organization (e.g., required course, study abroad opportunity, community volunteerism, internship, past experiences or interests). * Identifies the primary objective of this descriptive article. |  |
| Community Partner Description | * Provides the community partner’s location (address, city, state, and website link). * Describes the community partner’s mission/purpose, including any relevant background information. * Provides a demographic description of the clients served and any relevant statistical information. [E.g., Twenty million people in the US suffer from diabetes (reference)]. * Describes specific client needs within this organization. * Describes any additional organization operational needs. |  |
| Activity opportunities  and  (potential) Impact | * Describes how/by whom specific project or service opportunities are generated (community partner, faculty mentor, and/or student). * Describes project or service opportunities for students at this site. * If you performed a specific service or delivered a project, describe it. * Explains whether this opportunity is open to all students. * Explains how student involvement helps the organization achieve their mission. * Provides any data, graphs, charts or other visuals which demonstrate impact (value) of student activities to the organization or clients. * Describes challenges/barriers for the organization. * Describes challenges/barriers encountered with clients. * Explains if/how working with this organization could impact a student’s future. |  |
| Reflective Conclusion | * Explains why you wrote this article. How does it inform your readers? * Reflects on reciprocity by describing how this organization provides mutual benefits to both student learning and service to the community. * Explains how students could best prepare to work with this community organization. * Provides any additional advice for students working with this community partner. |  |
| Additional Comments |  | |

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| **FINAL RECOMMENDATION** (Please highlight one of the decisions) | Accept with minor changes |
| Major revisions recommended |
| Reject |