

# Documenting Engagement in Elements

## Instructions to List External Partners

Cheyenne Kleist, Data Analyst  
C. Brad Sewell, Strategic Initiatives Coordinator  
Sept 22, 2025

### College of Ag Elements website:

Here is the Elements site: <https://puext.in/Elements>

### Engagement Decision Tree:

Here is a new document describing ENGAGEMENT for Purdue University:  
[https://puext.in/Engagement\\_Elements\\_Guide](https://puext.in/Engagement_Elements_Guide)

The “Engagement Decision Tree for Symplectic Elements” is a guide developed by Purdue’s Office of Engagement to assist faculty and staff in determining whether collaboration with a community partner or agency—alongside Purdue Extension—qualifies as an Engagement activity. It leads users through a series of questions focused on community collaboration, decision-making roles, and intended outcomes to assess if the activity should be designated as engagement. Accurate tagging is essential for capturing Purdue’s societal impact and contributions through community partnerships.

### Reporting External Partners in Elements

To document an external partner that occurs when at least one **Community Partner/Agency\*** collaborates\*\* with Purdue on an activity.

\*A **Community Partner/Agency** is any organization or individual(s) independent of Purdue University

\*\*In this **collaboration**, the community partner:

- makes decisions with Purdue about the activity, and/or help conduct the activity (i.e., a community partner is considered to be a co-researchers, co-educators, or co-creators in this activity/process),
- –OR–
- provides guidance to Purdue about design and/or other aspects of the activity.

1. For **Educators**, there are two screens in the Elements Service category, where Extension personnel may document External Partners with their programs:
  - i. Extension Learning Events
  - ii. Extension Impact Statements (Figures 3 & 4)

## Extension Learning Events & Impact Statements

If Extension faculty/specialists or educators work with a community partner or agency while delivering their program, they may document it in Elements under 'Service' within Learning Events and Impact Statements.

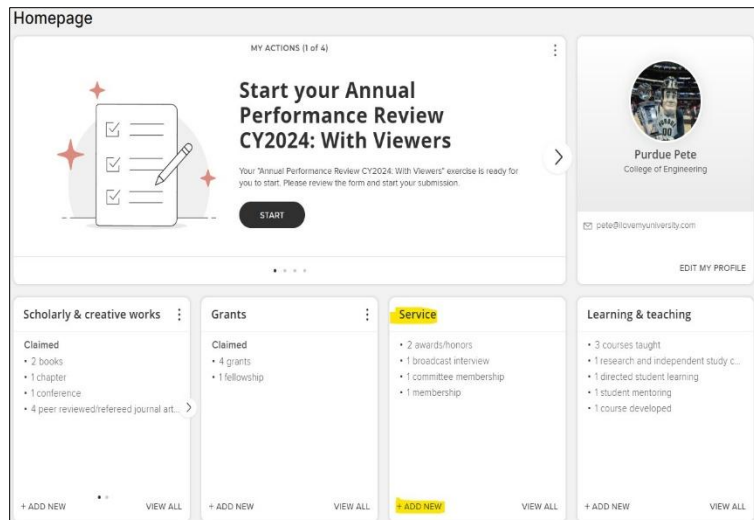


Figure 3. Extension Faculty/Specialist & Educator Homepage

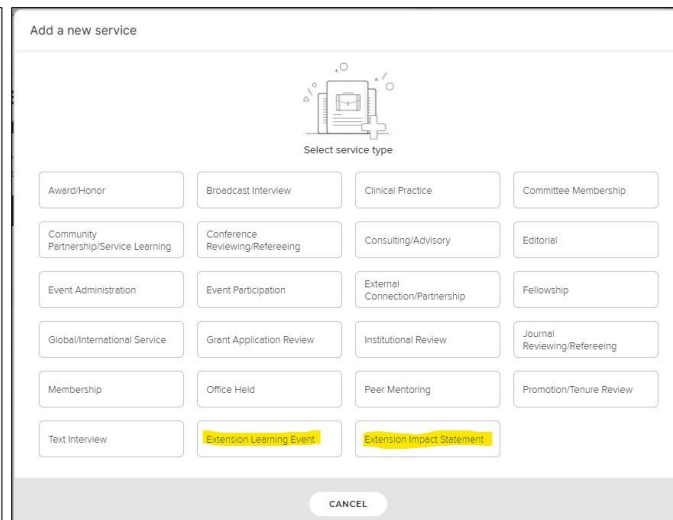


Figure 4. Extension Faculty/Specialist & Educator Add a New Service

- Is there at least one community partner/agency\* collaborating\*\* that meets the definition of engagement on this activity?
- Select Yes or No.  
 "Yes" if organization or individual(s) are independent of Purdue AND either makes decisions with Purdue and/or provides guidance to Purdue.  
 "No" if organization aren't independent of Purdue AND either doesn't help makes decisions with Purdue, provides guidance to Purdue, and/or provide access to resources.

<p><b>* Is there at least one community partner/agency* collaborating** on this Purdue Extension activity?</b></p>	<p>[Select an option] ▼</p>	<p>?</p>
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- Which best describes the role of the community partner(s) on this activity? Select Option:  
 Option 1: Community partner(s) make decisions with the University about the activity and/or help conduct the activity (i.e. community partner(s) are considered co-researchers, co-educators, or co-creators in this process)  
 e.g., decisions based on planning, implementation, and conducting the event or helping deliver the program  
 Option 2: Community partner(s) do not make decisions about the design or conduct of the activity but provide guidance to the University about design and/or other aspects of the activity  
 e.g., advising, recommending, suggesting, offering feedback on a curriculum or program  
 Option 3: Community partner(s) only provide access to resources needed for the activity (e.g., study participants, project site). They are not involved with any other aspect of the activity  
 e.g., resources can include meeting spaces or venues, equipment or supplies, and funding

Which of the statements below best describes the role of the community partner on this activity?	<div style="border: 1px solid #ccc; padding: 5px;">         [None] ▼       </div>	
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- Type “Name of External Partner” Click add.

Indicate the community partner/agency(s)	<div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 10px;">         No Indicate the community partner/agency(s) - please add...       </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #ffff00; padding: 2px; margin-bottom: 5px;">Organisation</div> <div style="background-color: #ffff00; padding: 2px; margin-bottom: 5px;">Name of External Partner</div> <div style="margin-bottom: 5px;">             Department  <input type="text" value="&lt;LEAVE BLANK&gt;"/> </div> <div style="margin-bottom: 5px;">             Street address  <input type="text" value="&lt;LEAVE BLANK&gt;"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div>               City  <input type="text" value="&lt;LEAVE BLANK&gt;"/> </div> <div>               State or province  <input type="text" value="&lt;LEAVE BLANK&gt;"/> </div> </div> <div style="display: flex; justify-content: space-between;"> <div>               Country  <input type="text" value="&lt;LEAVE BLANK&gt;"/> </div> <div>               Zip code/postcode  <input type="text" value="&lt;LEAVE BLANK&gt;"/> </div> </div> <div style="text-align: right; margin-top: 10px;"> <div style="background-color: #ffff00; padding: 5px 10px; display: inline-block;">             + Add           </div> </div> </div>
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## Questions

If you have questions about:

- Program evaluation, email [evaluation@purdue.edu](mailto:evaluation@purdue.edu)
- Reporting in Elements, email [COAelements@purdue.edu](mailto:COAelements@purdue.edu)