Coordinating a Shopfront coursework subject



Centre for Social Justice & Inclusion

Your course involves a Shopfront project!

Presemester



1. Meet with Shopfront Reach out to Shopfront with your subject requirements and ideal

requirements and ideal process for our partnership as early as possible ahead of the semester.



2. Recruit clients

Shopfront will take care of sourcing and vetting projects

During

semester



3. Check for the right fit

We will liaise with you again to make sure the projects fit with your course needs



6. Confidentiality agreements

Students will need to sign a confidentiality agreement before they receive their brief



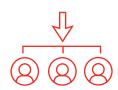
5. In-class introductory lecture

Shopfront will deliver a lecture on working with the not-for-profit sector.



4. Briefing process

We collect a detailed project brief from clients



7. Groups allocated

You allocate students into groups, and they receive their briefs





8. Share contact details

You will need to provide Shopfront with a list of students, their contacts, and groups details



9. Briefing meetings

Shopfront organises meetings with the students and clients to ask questions and clarify the briefs



11. Presentation and handover

Clients see the finished product in a final presentation



10. Students work on projects

Under your supervision, projects are completed throughout semester

In some shopfront subjects, students will also engage in an immersive experience with clients at some point throughout the semester, e.g. joining in event or talking to volunteers, to get a sense of the organisation's culture and further understand their needs. Shopfront and clients will work together to organise this.