

STUDENT COMMUNICATION GUIDELINES

The Iowa Initiative for Sustainable Communities relies on students, faculty, staff, and community partners to keep us connected with projects going on across the state. IISC also has resources available to students, faculty, and staff to assist with communication during any part of your project. Contact iisc@uiowa.edu to request assistance or any of the services listed below.

AVAILABLE RESOURCES

Conference Rooms – The Iowa Initiative for Sustainable Communities can secure conference rooms for your project, should the need arise. These may range from 3-5 people to several dozen.

Conference Call Line - The Iowa Initiative for Sustainable Communities a dedicated conference call number that can be used when multiple meeting attendees participate via telephone.

Zoom Videoconferencing - Our recommend method of remote communication is videoconferencing via Zoom (www.zoom.us). Zoom does not require that invited guests have their own account- they can join a meeting with the provided link or dial-in information. A webcam is necessary for participants to join a video conference. The University has a license for Zoom that can be used by students, faculty, and staff. Learn more here: <https://its.uiowa.edu/campus-software-program/zoom-web-conferencing>.

COMMUNICATING WITH COMMUNITY PARTNERS

During the course of your project, you should maintain frequent contact with your community partner. IISC recommends that groups communicate with the community partner at least every two weeks when school is in session. This may come in the form of emails, phone calls, or video chats. This may also be dependent on the nature of the project.

IISC staff can create recurring Zoom meetings and provide a single link that will work for the duration of the project. Please be sure to give plenty of notice (at least 24 hours) if a meeting will be canceled.

You must cc your IISC staff project manager on all e-mails with your community partners. If you are not sure who the project manager is, please e-mail iisc@uiowa.edu.

TALKING TO MEDIA

Your project could gather attention from the press, whether it is university-affiliated press or from the project community. Keep the following in mind when speaking to the press:

- Keep statements to the facts and scope of the project.
- While working in the community, you are representing the University of Iowa and the project community.
- If you are uncomfortable answering any questions, ask the reporter to contact your professor, community partner, or the Iowa Initiative for Sustainable Communities.
- Notify IISC staff (iisc@uiowa.edu) of any press related to your project.

PROMOTION

The Iowa Initiative for Sustainable Communities relies on students, faculty, staff, and community partners to keep us connected with projects going on across the state. Your emails, photos, and updates help us to promote and publicize your work. Throughout the duration of your project, please submit photos, press, or other media for the office to use.

At any point throughout the semester, send photos of your project to the Iowa Initiative for Sustainable Communities at iisc@uiowa.edu. Make sure to provide a photo caption and credit. Photos could be of a site visit, working in the classroom, etc. By submitting a photo or other media, you are giving permission for IISC to use the media on social media and websites, in print and digital publications, and other uses as deemed appropriate.

Students are encouraged to use Facebook, Twitter, and Instagram to promote their projects within their social media networks. Any posts, tweets, or photos should tag appropriate accounts so our external audience can follow your posts. Accounts include: the University of Iowa, community partners, your department, etc. This will allow everyone to share, follow, and promote your project!