CityStudio North Vancouver

Student Toolkit

CAPILANO UNIVERSITY

CITYSTUDIO

city of north vancouver

What is CityStudio?

CITYSTUDIO
NORTH VANCOUVER

CityStudio North Vancouver is an experimentation and innovation hub where Capilano University students collaborate with City of North Vancouver staff and partners to co-create projects that make the city more vibrant, sustainable and healthy.

We are a member of the CityStudio Network, a global movement of cities working with post-secondary institutions for civic benefit. Through the co-creation of experimental projects, students gain employable skills and city staff receive support to advance strategic priorities in the community.

CityStudio North Vancouver collaborations and projects are created on the lands of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish) and səl̓ilwətaʔɬ (Tsleil-Waututh) Nations.
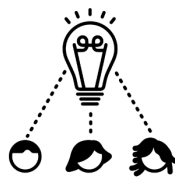
HOW WE WORK

STEP 2
We match opportunities with courses and form partnerships between faculty and staff.

STEP 4
Students develop and/or test their projects in the community and present their final deliverables.

STEP 1
We convene municipal staff to brainstorm opportunities for collaboration.

STEP 3
Students develop projects with support from CityStudio, faculty and staff partners.

STEP 5
We share all student work with staff partners and celebrate top projects with the community.

CONTENTS

Nice to meet you!

We are so excited to collaborate with you this term. As you will soon discover, your knowledge and skills have huge potential to influence the North Vancouver community, and we cannot wait to see where your project goes. The initiative launched in September 2019 and has been growing in response to the success of student projects. We are still pretty new around here, and we are constantly adapting and evolving our practices to meet the needs of participants. We hope this toolkit will help guide you through a successful project this term. We recommend that you review it at the beginning of the collaboration, and then refer to it as needed throughout the term. Please let us know if we could add anything to this toolkit to better support future students (hopefully that includes you!).

CityStudio Project Lead: What do I do?

Hi there! I am the CityStudio Project Lead for Capilano University. You will meet me at some point this term and I am always available to support you with the CityStudio components of your assignment.

In a nutshell:

Throughout the term, I help organize the class visits and support you with your exciting projects. I help ensure effective communication between you and your municipal partner (so make sure to CC me on all your emails to them!). The best part: I organize a celebratory project showcase at the end-of-term HUBBUB to share your accomplishments. I care deeply about ensuring your work is recognized and shared with the right people. For this reason, I will do everything I can to share opportunities for involvement with the City, especially if your project is taken up by our partners in the future.

CityStudio Criteria / Scoresheet

Your municipal partner will use these criteria to evaluate your project. The scoresheet is designed to ensure we work together to create work that is useful and impactful. We also use these criteria to select projects that are featured at HUBBUB (the end of term showcase) and on the CityStudio website. The score you receive will be separate from the marks assigned by your instructor. Always feel free to reach out to us if you would like additional feedback on your work!

Category	Criteria	Score	Notes
Content	- How well has the team understood the project brief? - How well does the idea modify, adapt and extend existing resources, social capital and work? - How creative and/or innovative is this idea?	/3	
Impact	- How relevant is the idea to municipal needs and goals? - How scalable is the idea? (e.g. have possible prototypes and long-term potential been identified?) - How viable is this idea? (e.g. how useful is this deliverable to municipal staff / partners?)	/3	
Presentation	- How engaging is the pitch? (e.g. memorable, clear, on time) - How effective is the poster / visual component? (e.g. visual appeal, clarity) - How engaged is the student group? (e.g. communication style, ability to answer questions)	/3	
Potential	- How inspiring and exciting is this idea?	/1	
		Total: /10	

The CityStudio Sessions

Depending on the structure of your project, you may experience any or all of these CityStudio sessions. The format can vary widely based on the size of your class and the nature of your project. We hope this gives you an idea of what to expect and how to prepare!

Introductory Visit

Purpose: Get to know your partner, understand the bigger picture and reasoning behind the project, and learn about the CityStudio initiative.
Outcome: Walk away feeling excited to dive into the question at hand, inspired to be part of the CityStudio movement and empowered by the impact your work can have.
Process: Student introductions, CityStudio introduction, Partner + project introduction, Dialogue

> How to prepare: Learn a bit about your partner and the topic and bring 2-3 questions about their work so that you can engage with them in real time (way better than email!)

Feedback Session

Purpose: Ensure that your project is evolving in a direction that is impactful and in line with the needs of the municipal partner. Clarify any uncertainties and reignite the inspiration and energy needed for the completion of your project.
Outcome: Walk away feeling more confident about the direction of your project for the rest of the term. Collect tangible ideas of how to redirect, refine, deepen or evolve your idea in order to best support your municipal partner.
Process: CityStudio updates, Project-specific feedback, Class re-group and general feedback

> How to prepare: Be prepared to share the work you have done so far, bring any questions or uncertainties you have faced during your process, and don't stress – we all want you to succeed!

Final Presentations

Purpose: Share your final project deliverables with your municipal partner(s), instructor(s) and the CityStudio Project Lead. Learn from each other's projects, and hear some final feedback and comments.
Outcome: Refine your presentation skills in a professional setting and walk away with further questions, inspiration and curiosity about the topic you explored this term. Hear about the strengths of your project and how your work might be applied or extended to address City goals.
Process: Project presentations, Dialogue, Class re-group, Share feedback on your experience

> How to prepare: Make sure your final deliverables are polished and ready to go. Practice! Then practice again! Bring any comments about your experience of CityStudio – we want to learn from you and improve the experience for future students ☺

Project Deliverables

CityStudio Libguide

Check out this resource to help guide your research, ideation and project management process. It is a living document and is by no means complete, but it may offer some interesting starting points to inform your work. It includes links to key City documents, design thinking resources and templates and tips on how to communicate with your municipal partner.

Coursework Policies & IP Considerations

The ethos of our work is that projects and their deliverables are created and used for public good, not for profit. We share them publicly, so that residents, organizations, municipalities locally and globally can learn from this knowledge. By collaborating with CityStudio all partners agree to joint ownership of the project deliverables including things such as copyright, as well as all partners having complete and unfettered access to using the project deliverables without limitation. We agree, in good faith, that all partners in a course collaboration give full credit to the individuals who produced the deliverables, whenever they use, share, or adapt these materials.

No City of North Vancouver Logo or Student Numbers

On your final project deliverables (ie. HUBBUB Poster, final report), please do not include your student number or the City of North Vancouver logo. The omission of student numbers is to protect your your personal information. The omission of the City's logo is to acknowledge that, although the projects are completed in collaboration with the City of North Vancouver, they are not authored by the City and may not always represent the City's perspective on an issue.

Post-Collaboration Survey

At the end of the term, please make sure to share your experience and feedback by **completing a brief anonymous survey**. We appreciate your input and look forward to improving the CityStudio North Vancouver initiative with your help! This is also your opportunity to sign up for the CityStudio Alumni Network to stay connected in the future.

HUBBUB Project Showcase

HUBBUB is a celebratory showcase during which students, City staff, elected officials and university faculty members connect and learn about each-other's work. At the end of each term, the most creative and exciting projects generated from CityStudio collaborations are on display, and visitors can vote for their favourites. A judging panel selects the most impactful, relevant and promising projects, with prizes to celebrate your hard work. Even if you are not selected to showcase your work, join us for a great networking opportunity!

CAPILANO UNIVERSITY

2055 Purcell Way

North Vancouver, BC V7J 3H5

Arbutus Building, Room 209

citystudiocnv.com

citystudiocnv@capilanou.ca

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