SCOPE Letter of Understanding

Date, 2014

Sponsor Name and Address

Dear Contact,

Olin College welcomes Sponsor as a sponsor of a student team in Olin’s Senior Capstone Program in Engineering (SCOPE). This letter is intended to set forth the primary responsibilities of the sponsor and Olin College for a successful SCOPE project. SCOPE is the culmination of Olin College’s project-based curriculum. We are looking forward to working closely with you to develop a project that will provide an important educational experience for the student team while providing value to your company.

The project will be defined by conversations between Olin College and your technical liaison. Information helpful for this process is described in the Guidelines for Sponsors, which is attached. The project work and project management will be conducted by a student team comprised of four or more students, who will have access to Olin College’s facilities and the support of a faculty advisor. The student team will deliver to the sponsor two progress reports: a mid-term report at the end of the fall semester and a final report at the end of the spring semester. These are the only required deliverables. These reports will contain a detailed synopsis of all the engineering enterprises executed during the course of the project, at a deep enough level of technical detail to allow the sponsor to utilize the information generated by the project. To the extent approved by the SCOPE Director, a student team may additionally provide demonstration hardware, software and system technology to the sponsor. These items will not be considered as required deliverables.

The sponsor will provide a sponsorship fee to Olin College in the sum of $50,000, according to the following schedule: $25,000 due on September 15, 2014, $20,000 due on December 15, 2014, and $5,000 due on May 15, 2015. Either party may terminate this project at any time. In the event of such termination, the sponsor and the College will address the project in process, and the wind-down of the sponsor’s participation in the projects and the SCOPE program.

The College agrees that information that is received in connection with the performance of its obligations to the project will be treated as confidential by the College and that it will not disclose any confidential information without your express written authorization. The College further agrees that all inventions, discoveries, and improvements which are made as a result of the SCOPE project shall belong to you. We ask that when possible and as required by law, the sponsor names the students and faculty advisor contributing to the project as inventors on any patent application covering any inventions arising out of the project. The SCOPE Program sponsor list and project descriptions are not considered to be confidential. The SCOPE Policy of Confidentiality is enclosed. If desired by the sponsor, Olin shall require each student and faculty advisor involved with the project to sign a confidentiality agreement to be mutually agreed upon before August 1st, 2014.

The College will cooperate in protecting your interests in and to any inventions and shall further provide you with information necessary to perfect any claim you may have with respect to the ownership of such rights,
including providing you with an assignment of all the college’s rights in and to any such invention. The College does reserve the right to have the student SCOPE team make presentations and publications for Olin College campus events during the year in which the project is underway, which are an integral part of the SCOPE program. For one year following the completion and delivery of the final report, no such publications or presentations shall be made without your prior written approval. After that year, you will be given an opportunity to review and comment on any proposed publications or presentations.

It is understood that the College is engaging in this activity in furtherance of its educational purposes and that it is not intended that the activities of the College are to be a type ordinarily carried on as incident to commercial or industrial operations. In this regard, the sponsor agrees that neither the College, its faculty, students nor its employees make any warranties, express or implied, as to the condition, accuracy, originality, merchantability, fitness for any purpose, non-infringement or otherwise of any work product or intellectual property developed as a result of the faculty or student's work on the project, all of which is provided “as is”. The use thereof, in all respects, is at the sole risk of the sponsor.

If the foregoing meets with your approval, we would appreciate your signing and returning two originals of this Letter of Understanding to us for signature by Stephen Hannabury, Executive Vice President and Treasurer of Olin College. Please send the documents to:

SCOPE Program
Director of Business Development
Franklin W. Olin College of Engineering
1000 Olin Way
Needham, MA 02492-1200

Accepted and agreed to this ______________________day of __________________, 20_______

By: _____________________________________________

Company: _________________________________________

Accepted and agreed to this ______________________day of __________________, 20_______

By: _____________________________________________

Stephen P. Hannabury
Executive Vice President and Treasurer
Franklin W. Olin College of Engineering
Guidelines for SCOPE Sponsors

Thank you for your interest in becoming a SCOPE sponsor. We greatly appreciate your support of Olin College. The specifics of the program and the learning experience for the student team are outlined on the SCOPE website, and we welcome the opportunity to discuss the program with you. Here is some information about the responsibilities of the corporate sponsor and Olin College in order to put a SCOPE project in place.

Obligations of the SCOPE Sponsor:

- Work with the SCOPE program to develop and generate a Project Statement for a suitable project.
- Appoint a liaison to coordinate with the SCOPE team. This individual should plan to be available for a scheduled weekly call with the team’s Project Manager, and occasional “emergency” calls.
- Provide specialized technical consultation, guidance, equipment and materials as needed to support the project.
- Sponsor liaison (and others are welcome) attends SCOPE Kick-Off Day (a Wednesday in early-mid September) to meet the team, provide background information, set a communication schedule, and begin discussion of a work plan.
- Provide a sponsorship amount of $50,000 to Olin College.

Olin College’s support of the SCOPE team includes:

- Each team is provided with a dedicated workspace and access to Olin facilities, shops, and technical experts.
- Each team is appointed a faculty advisor, who meets weekly with the team to offer guidance and identify any potential problems.
- Teams are required to present design reviews throughout the academic year. These are attended by the team’s faculty advisor, another SCOPE team (paired for the year), other faculty members, and frequently by an industry volunteer. Design reviews are an opportunity for the team to provide status updates on technical work, request advice on areas of difficulty, give a budget report, as well as hone presentation skills. The reviewers offer advice, identify potential trouble spots, and provide a written review.
- In most cases, the SCOPE team visits their sponsor’s facility during the course of the program. The sponsorship fee includes one full-day visit (with one or two overnights for long-distance visits as approved by the SCOPE Director); if the sponsor requests longer or more frequent visits, these will be paid for by the sponsor.

Schedule for signing on as a SCOPE Sponsor:

Please notify the SCOPE Business Development Director of your potential interest in the fall of the preceding academic year, if possible. In January and February, we begin to match proposed projects with the interests and skills of the following year’s senior class. While we are often able to accommodate a sponsor after March, it is variable depending on the size of the rising senior class and the number and types of projects proposed up to that point. Our goal is to have project outlines and Letters of Understanding signed between February 1st and May 1st for the coming September. The SCOPE program runs during the academic year, from September through May.

SCOPE Contacts:
Ruth Levine, Director of Business Development, 781-292-2743, ruth.levine@olin.edu
Alisha Sarang-Sieminski, Director of SCOPE, Assoc. Professor of Bioengineering, 781-292-2553, alisha@olin.edu
Tracy Tully, SCOPE Program Manager, 781-292-2742, tracy.tully@olin.edu

Please refer to the SCOPE website for more information on the SCOPE program and videos/descriptions of previous and current projects. www.scope.olin.edu