**Sponsor Guidelines and Acknowledgment for Participation in the NJIT Capstone Program**

The Capstone Project Course at the New Jersey Institute of Technology (NJIT) is an educational program facilitated by the College of Computing Sciences at NJIT which aims at offering a rewarding real world learning experience for students as well as a cost-effective assistance to our Sponsors. The main goal of the Capstone Project program is twofold. First, to train students to apply IT, MIS, software engineering strategies and practical fundamental knowledge acquired during their tenure at NJIT. Secondly, to provide our Sponsors with talented student who bring fresh insight and know-how to work with our Sponsors to solve sponsor identified problems. Obviously, the Capstone Program is a completely different concept than traditional internships as detailed here.

As a Sponsor, I understand and acknowledge that:
1.  The Capstone Program is an educational experience and a graded course offered by the College of Computing Sciences at NJIT. The Capstone Program Project Courses aim at offering a rewarding real world learning experience for students as well as a cost-effective assistance to participating Sponsors in non-mission critical problems.
2.  The students will be supervised, trained and mentored by an NJIT professor (Capstone Instructor & Director) who will be responsible for providing guidance to the teams, resolving any issues that may result from the facilitation of the Capstone Project Course and issuing the final grade at its end.
3.  The capstone program instructor/director is guided, assisted, supported and advised by the Capstone Program alumni and industry advisory board (Capstone Advisory Board (CAB)). Our advisory board is open to all alumni, students, industry sponsors, parents and community members who have demonstrated high level of dedication and support over the years.
4.  The students will work in teams, under supervision of the Capstone instructor, while collaborating with Sponsor to solve well-defined and non-mission-critical problems.
5.  The students will use their undergraduate educational background, experience and capstone course training to complete the Sponsor's projects. The Sponsor understands and acknowledges that the students may experience a learning curve in relation to both understanding the problem as well as mastering the skills needed to solve problems. While NJIT expects its students to do their best to receive good grades, it is clearly understood that they are neither professionals nor shall their final results be assessed according to standards in the industry or as professional experts.
6.  Students will work as structured-teams within an academic course time frame on a pre-approved project relevant to their filed of education and submit course and project deliverables to the NJIT instructor and Sponsor as required and agreed upon by instructor and Sponsor. Students are expected to dedicate an average of 9 hours per week per student for their projects in addition to their course responsibilities.
7.  Course documentation deliverables represent a crucial part of the problem solving process and are required from all students. The deliverables are based on sponsor-provided data and require ongoing collaboration with the Sponsor. Sponsor's appreciation of the importance of these deliverables help students submit quality deliverables which facilitate the learning process as well as greatly benefit the Sponsor by ensuring deliverables that are carefully tailored and integrated with sponsor business requirements.
8.  As a Sponsor, I am obliged to offer the maximum amount of assistance and support possible to students throughout the semester and collaborate with my selected team and their project manager.
9.  As a Sponsor, I acknowledge that I anticipate working with the student team for the academic semester. I am obliged to attend at a minimum the capstone students' showcase and final presentation in-class. Attending additional presentations are not required but are highly beneficial to both the student to assist in obtaining valuable feedback, and the Sponsor to lessen the learning curve and facilitate a higher quality deliverable that resolves the problem initially presented by the Sponsor.
10. As a Sponsor, I am obliged to submit the specified sponsor evaluation form on time by the end of the semester as instructed.

11. As a Sponsor, I realize that while students may voluntarily facilitate their means of transportation, communication and other resources for their project(s), they are not obliged to do so unless otherwise reimbursed for their expenses.

12. The Capstone Instructor/director will use teaching and collaborative evaluation to train and motivate students to meet Sponsor's expectations as much as possible. However, as a Sponsor I acknowledge that the Capstone Instructor/director and NJIT can neither guarantee students' work nor the outcomes of the project. As such, I understand that NJIT specifically disclaims all warranties or representations, either express or implied, including without limitation that any deliverable does not infringe any patent, copyright or trademark.

13. As a Sponsor I understand NJIT shall instruct its students to respect the confidential nature of all proprietary information made available to them through their participation in the Capstone Program and its project courses. This includes information from the Sponsor with whom they are directly working with as well as other Sponsors in the Capstone Program whose proprietary information may be disclosed in the course of classroom presentation and the like. The Sponsor acknowledges its responsibility to disclose any such information on a limited need-to-know basis, and clearly identify to the students orally or in writing that such information is propriety and is not to be disclosed outside the requirements of their Capstone Program. The Sponsor acknowledges that it is to their benefit to review student presentations in an effort to assist the student in understanding what the Sponsor considers proprietary information that should be keep confidential.

14. The Sponsor agrees, if required by the scope of the project proposed by the Sponsor and approved by the Capstone Instructor/director, to make available facilities, work space and materials to enable students to complete field project assignments within the Sponsor's facilities. Sponsor agrees to not permit students to enter areas of its facilities posing high risks to health and safety.

15. The Sponsor agrees that all student or Capstone Instructor inventions resulting from the performance of the Capstone Course Project, including data, software, or the like, that are intrinsic to and derived from Sponsor's proprietary materials or information shall belong solely (100%) to Sponsor. If during the course of the Capstone Program, a student participant in the Capstone Course Project and/or the Capstone Instructor invents a technology that is non-intrinsic to nor derived from Sponsor's propriety information, the rights to the technology shall vest solely with NJIT in accordance with NJIT's official Intellectual Property Policy. If during the course of the Capstone Course Project, a student participant in the Capstone Course Project and/or the Capstone Instructor and an employee of the Sponsor jointly invent a technology that is non-intrinsic to nor derived from the Sponsor's propriety information, the rights to the technology shall be jointly owned (50/50) by the Sponsor and NJIT.

16. Sponsor understands that students are evaluated by letter grade at the end of the semester and their final grade is at the sole discretion of the Capstone Instructor/director. The final evaluation incorporates the Sponsor's evaluation as well as many factors considered by the Capstone Instructor including educational outcomes, deliverables, documentation reports, presentations, attendance, extra credit, etc.

17. The Capstone Program reserves the right to reject any project proposal if Sponsor fails to meet the standards of the Capstone Program, policies, requirements or expectations.

18. Sponsors are required to submit their project proposals online through the NJIT Capstone Project Course system. Submitting the proposal or presenting it to students does not guarantee its approval or selection. Once a project is approved by instructor and selected by students, the requirements cannot be changed unless the changes are agreed upon, in writing, by both the students and instructor.

19. The Capstone Program reserves the right to reject project renewals and/or terminate ongoing projects if the Sponsor makes changes or alterations that the Capstone Instructor deem to be critical changes in requirements or become inconsistent with Capstone Project Course standards, policies, requirements or expectations.

20. As a Sponsor, I agree that I will not mistreat, disrespect, misuse or overuse the students participating in the Capstone Program. I acknowledge that if the Capstone program Instructor/director, based on good faith believes that the Sponsor has mistreated, disrespected, misused, overused, unfairly made demands upon or refused to offer necessary resources and help to students, the Sponsor is subject to project cancellation and/or may be excluded from future participation in the Capstone Project Course.

21. Capstone Program Project Courses formally concludes at the completion of the NJIT academic semester. However, students and Sponsors may chose or be required to continue their relationship based on the individual needs of the Capstone Project Course. Deviations from completion of the Capstone Project Course at the end of the NJIT academic semester will be determined on a case-by-case basis by the Capstone Program Instructor/director.

22. The Capstone Instructor/director, although committed to provide assistance to both the students and the Sponsor, is limited by the academic semester and the students' capabilities in offering help. As a Sponsor, I understand that the Capstone Instructor/director will use best efforts to resolve issues arising from the Capstone Program Project Courses, but at the completion of the academic semester the Capstone Instructor may have no control over student participants.

23. Sponsors are required to attend the Open House, the Capstone Midterm and the capstone showcase events. They are also required to submit capstone online sponsor evaluation form by the specified deadline without any delay. They must request and receive all project code, material, documents and credentials prior to the evaluation. Sponsors who will miss the deadline of the final online evaluation will automatically have their evaluation replaced by instructor evaluation based on the best of instructor's knowledge.

24. As a Sponsor, I understand that NJIT and the Capstone Program reserve the right to impose any necessary fees or minimum contributions on project Sponsors as a requirement for participation. I understand that this is NOT a payment for service but rather a shared responsibility among all capstone sponsors in support to this unique educational experience that is offered to students. **Our current sponsor support program minimum contribution requirement is $2000 per project for a standard 4-people team. Smaller teams will require less contributions of $1500 for a 3-people team and $1000 for a two- people team.** Minimum contribution checks must be made by the deadline and paid to the "Capstone Program" account at NJIT (In the memo: Capstone Program Index # 200094) as a **Sponsor Support Program Gift** with a **letter of support** clearly indicating the purpose of these contributions in support of the capstone program budget and needs.

25. Any fees, contributions or donations will be used to support the capstone program budget and needs. We are a small organization with very large and evolving responsibilities and extended programs. Every penny of your contributions helps strengthen the Capstone Program and the programs and services it offers to hundreds and hundreds of college and middle/ high school students year round.

26. The capstone program budget is focused on  building a unique learning environment for various students' communities to help them build better careers, enrich their learning experiences and enable them to contribute effectively to their projects. Our budget sheet can be provided to sponsors any time. The Capstone Program budget covers all capstone program activities, showcases, awards, Open University programs, university-wide program, entrepreneurship program, fast career development, post-capstone support, program expenses, equipment, resources, tools and staffing including our various extended RWC programs from the middle school and high school levels to the graduate level year round.

27. Sponsor agrees that NJIT shall not be liable for any third party claims arising out of Sponsor's use of the Capstone Program Project Course deliverables and Sponsor will hold NJIT harmless against the same.

**As the Sponsor, I have read and I agree to the above Sponsor Guidelines for Participation in the NJIT Capstone Program Project Courses:**

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**Name of Sponsor's Organization**


**Printed Name of the Sponsor Representative**                    **Title of Sponsor Representative**
**Facilitating Sponsor's Participation in the NJIT**
**Capstone Program Project Courses**


**Signature**                                                    **Date**