



**Materials Engineering (MATE) Department
California Polytechnic State University
San Luis Obispo, California 93407**

Dear Potential MATE Senior Project Sponsors:

August 12, 2016

The Materials Engineering department at Cal Poly, San Luis Obispo, is currently seeking sponsors to provide projects for our Senior Project class for the 2016-17 academic year. This is a unique and exciting opportunity to participate in engineering students' education and to have significant materials problems tackled by eager and dedicated individuals engaged in a formal design process.

Scoping of projects with faculty typically occurs during the summer. Projects will begin in late September 2016 and continue for three academic quarters. During that time, students will create, test, and analyze a solution that attempts to solve your problem. Projects will follow this process:

1. The first quarter (Sept-Dec) focuses on problem definition and literature review. This includes a serious look at defining the materials engineering problem to be solved as well as an exploration of the student's full creative potential in generating solutions. The project scope and outcomes will be defined at this point.
2. The second quarter (Jan-Mar) focuses on detailed design, material procurement, testing, and analysis. In March, students will present their initial results and analyses in a design review.
3. The third quarter (Apr-Jun) focuses on refining their solution, performing additional testing and analyses, and relating their solution to the literature. The solution and a comprehensive final report, including test results, will be presented at the MATE Technical Conference and at the College of Engineering Project Expo late May 2017.

There are many benefits to sponsoring a student design project. In particular, project sponsorship will:

- Enable students to obtain a well-rounded project experience focused on real world engineering problems.
- Give your organization a new look at problems you need to solve. Both students and faculty will focus their experience and abilities on solving your problem.
- Allow you to observe individual students who you may consider for future hiring.
- Give you the chance to directly contribute to the education of future engineers.

If you are interested, please contact the MATE Department, matedept@calpoly.edu. After receiving your proposal, a faculty member will work with you to scope your project and finalize its description. Faculty post and give a short presentation of the project to the students on the first day of class. Students select a project and faculty advisor within two weeks.

In order to provide an effective learning environment and improve project success, we ask sponsors to:

- Remain engaged with the student team throughout the process, providing technical expertise and feedback.
- Support the course by paying a sponsorship fee of \$3000 (if you will use the standard Student Project Agreement, attached) or \$5000 (if you prefer to separately negotiate intellectual property or confidentiality agreements). This fee covers department costs associated with running the course. It may be waived for service projects.
- Make checks payable to Cal Poly Foundation and send to the Materials Engineering Department with attention to Lisa Rutherford.
- Fund execution of the project, including materials and possibly labor, depending on project complexity. If you have a specific budget in mind, you should let the students know.

Please contact the department if you have any questions regarding project sponsorships. On behalf of the Materials Engineering department, I would like to thank you for considering submitting a project idea.

Sincerely,
Kathy Chen
Professor, Materials Engineering
kcchen@calpoly.edu
805-756-6634

[Please use your company's letterhead stationary for this cover letter.]

Date

California Polytechnic State University
Materials Engineering Department
c/o Lisa Rutherford
1 Grand Avenue
San Luis Obispo, CA 93407

Subject: Industry-Supported Student Project – *[title of student project]*

Dear Dr. *[name of faculty advisor]*:

We are pleased to provide the enclosed check in the amount of \$*[amount]*, payable to Cal Poly Foundation, to support a student project in the Cal Poly Materials Engineering Department. The student(s) will be working on *[title of student project]*. It is our understanding that this project will be conducted principally on the Cal Poly campus.

The Cal Poly student(s) and faculty involved in this project will execute the attached student project agreement that stipulates the negotiated terms of ownership and rights to IP developed during the execution of this project.

In addition to this sponsorship fee, *[Company Name]* will directly provide materials and supplies necessary to complete the *[title of student project]*. I acknowledge that any materials and supplies that are provided by *[Company Name]* in support of this project will be managed using standard care, and Cal Poly will not be liable for damage that may occur during return shipping.

We look forward to working with you and your students.

Sincerely,

[Your Name]

[Title]

STUDENT PROJECT AGREEMENT

This Student Project Agreement (“**Agreement**”) is entered into between _____ with its principal address at _____, herein after referred to as “**Sponsor**”, the California Polytechnic State University with its principal address at 1 Grand Ave., San Luis Obispo, CA 93407, herein after referred to as “**Cal Poly**”. Each is a party to this agreement and are collectively called the parties.

Background

The University’s Materials Engineering Department and Faculty Advisor have agreed to supervise students to undertake a project related to their academic coursework beginning on effective date [insert date], herein after referred to as “**Project**”.

The Sponsor has identified the problem that forms the basis of the project, will provide technical assistance throughout the project, and has agreed to provide the Department funds to support costs associated with the project sponsorship fee, \$3000. Prototype and/or materials costs associated with this project may exceed this fee and will be determined by the Faculty Advisor in consultation with Sponsor.

Intellectual Property

Intellectual Property in this agreement includes: patentable and non-patentable inventions, designs, trademarks, works subject to copyright, trade secrets, and processes.

Please check one of the following clauses:

The Parties hereby agree that all rights and title to Intellectual Property, whether patentable or copyrightable or not, resulting from any project conducted under this agreement and made jointly by the parties shall belong jointly to the parties. The parties will negotiate in good faith an equitable sharing of such Intellectual Property. All rights and title to Intellectual Property whether patentable or copyrightable or not, resulting from any project conducted under this agreement and made solely by Student or Advisor of Cal Poly shall belong to Cal Poly. All rights and title to Intellectual Property, whether patentable or copyrightable or not, resulting from any project conducted under this agreement and made solely by Sponsor or employees of Sponsor shall belong to Sponsor. Any existing Intellectual Property owned by Cal Poly prior to the effective date of any collaboration shall remain the sole property of Cal Poly and not subject to the terms of this agreement. Any existing Intellectual Property owned by Sponsor prior to the effective date of any collaboration shall remain the sole property of Sponsor and not subject to the terms of this agreement. Accordingly, this agreement does not grant any license of the Sponsor’s Intellectual Property to the University, Advisor, or Student nor does it grant any license of University, Advisor, or Student intellectual property to the Sponsor.

In consideration for the funding provided by Sponsor for the Project, and in consideration of the educational benefit the Student(s) will receive through participation in the Project, Cal Poly agrees to assign to Sponsor all rights to Intellectual Property that Cal Poly may obtain in all works that any Student or Advisor creates in connection with the Project funded by Sponsor.

Proprietary Information

The parties acknowledge that in the course of participation in the project they may have access to certain trade secrets, copyrighted material or other proprietary information of each other’s organization, including processes, techniques, specifications, data, or know-how collectively referred to as “**Proprietary Information.**” The parties agree to preserve in confidence all Proprietary Information reduced to writing and marked as such for a period not to exceed three years.

Publication

Cal Poly, Advisor and Student shall be permitted to publish the results of any research performed under this Agreement, provided that (i) such publications are subject to the Proprietary Information clause of this Agreement and (ii) Sponsor shall have been furnished copies of any proposed publication or presentation at least thirty (30) days in advance of the submission of such proposed publication. Sponsor shall have thirty (30) days, after receipt of said copies to object to such proposed presentation or proposed publication, either because there is patentable subject matter that needs protection and/or there is proprietary or confidential information of Sponsor contained in the proposed publication. In the event that Sponsor makes such objection because of confidential or proprietary information, the Parties shall negotiate an acceptable version. Any publication arising from activities undertaken by virtue of and pursuant to this agreement shall clearly establish and identify the appropriate parties as the source of the publication.

With the exception of on-campus newsletters and reports, Cal Poly will not use the name of the Sponsor, or its employees or subcontractor of the Sponsor, in any publicity without approval of the Sponsor.

Requirement for Sponsor approval is waived if information is disclosed pursuant to an order of a court of competent jurisdiction, by operation of law, or a valid administrative or Congressional subpoena, provided that Cal Poly notifies and cooperates reasonably with efforts to contest or limit disclosure of such order, which efforts to contest or limit disclosure shall be the sole financial responsibility of the Sponsor.

In witness whereof, the parties hereto have executed this agreement by authorized official or designee.

Sponsor

Cal Poly Faculty Advisor

Sponsor Name Date
Title

Faculty Advisor Name Date
Materials Engineering

Cal Poly Administration

Cal Poly Student

Bradford Anderson Date
Interim Vice President for Research and Economic
Development

Student Name Date
Department

Cal Poly Student

Cal Poly Student

Student Name Date
Department

Student Name Date
Department