



SCOPE Letter of Understanding

November 16, 2021

Jennifer

Dear ,

Franklin W. Olin College of Engineering, Inc. (Olin College) welcomes **organization** (Sponsor) as a sponsor of a student team in Olin College'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, tools, and materials and the support of a faculty advisor. The student team will deliver two progress reports and presentations to the Sponsor: a mid-term report and presentation near the end of the fall semester and a final report and presentation 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. 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 \$55,000, according to the following schedule: \$25,000 due on September 15, 2022, \$25,000 due on December 15, 2022, and \$5,000 due on May 15, 2023. Each installment will be invoiced and Olin College should be set up with Net 30 days payment terms.

Olin College agrees that confidential information that is received from the Sponsor in connection with the performance of its obligations to the project will be treated as confidential by Olin College and that it will not disclose any of the Sponsor's confidential information without the Sponsor's express written authorization. Olin College further agrees that (i) all inventions, discoveries, and improvements which are made by students as a result of the SCOPE project shall belong to the Sponsor, and (ii) the Sponsor will have a perpetual, non-exclusive, royalty free license to all inventions, discoveries, and improvements which are made by faculty members and incorporated into the SCOPE project. In accordance with applicable law, the Sponsor will name the students contributing to an invention in the project as inventors on any patent application covering such invention. The SCOPE program sponsor list and sponsor-approved project statements are not considered to be confidential. The SCOPE Policy of Confidentiality is enclosed. Olin College shall require each student involved with the project to sign a confidentiality and assignment of intellectual property rights agreement, and each faculty advisor, guest advisor, and Olin staff person involved with the project to sign a

confidentiality agreement and license of intellectual property rights agreement, to be mutually agreed upon before September 1, 2022.

Olin College will cooperate in protecting the Sponsor's interests in and to any inventions and shall further provide the Sponsor with information necessary to perfect any claim the Sponsor may have with respect to the ownership of such rights, including providing the Sponsor with an assignment of all Olin College's rights in and to any such invention. Olin College does reserve the right to have the student SCOPE team make presentations and publications for Olin College events during the year in which the project is underway, which are an integral part of the SCOPE program. For presentations and publications related to the project for audiences within the Olin College community, Olin College shall require each person who attends such presentation or receives such publication to sign a Confidentiality Agreement if required for this project. For Olin College events open to the public (such as SCOPE Summit Day) and publications and presentations related to the project for audiences outside the Olin College community, publications and presentations shall be submitted to the Sponsor for review and approval at least two weeks prior to the presentation or publication submittal.

It is understood that Olin College is engaging in this activity in furtherance of its educational purposes and that it is not intended that the activities of Olin College are to be a type ordinarily carried on as incident to commercial or industrial operations. In this regard, the Sponsor agrees that neither Olin 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 student's work on the project, all of which are provided "as is". The use thereof, in all respects, is at the sole risk of the Sponsor. While not anticipated, either party may terminate this project at any time. In the event of such termination, the Sponsor and Olin College will address the project in process, and the wind-down of the Sponsor's participation in the projects and the SCOPE program.

If the foregoing meets with your approval, we would appreciate your signing and returning this Letter of Understanding to us for signature by Olin College. Please e-sign or send the documents to:

Director of Business Development, SCOPE Program
Olin College of Engineering
1000 Olin Way
Needham, MA 02492-1200
Or email to: Ruth.levine@olin.edu

Accepted and agreed to this _____ day of _____, 20_____

By: _____

Print Name: _____

Company: _____

Accepted and agreed to this _____ day of _____, 20_____

By: _____

Mark Somerville
Provost
Franklin W. Olin College of Engineering, Inc.



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 student team, 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 a virtual or in-person SCOPE Kick-Off Meeting in September to meet the team, discuss the project, set a communication schedule, and provide the critical background information needed by the students to develop a project plan and begin work.
- Provide a sponsorship amount of \$55,000 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, tools, materials, and technical experts.
- Each team is appointed a faculty advisor, who meets weekly with the team to offer guidance and identify any potential problems.
- In addition to the faculty advisor, each team is supported by a complement of subject matter experts (SMEs) who have a base of knowledge that is helpful for the team's project. The SME group is made up of other faculty, students, and occasionally an industry volunteer. Each SCOPE team presents project reviews throughout the academic year, which are an opportunity to provide status updates on technical work, request advice on areas of difficulty, and outline next steps, as well as hone presentation skills. SMEs attend the project reviews to offer advice, identify potential trouble spots, and provide feedback.
- In many cases, the SCOPE team visits their sponsor's facility during the course of the program. For the 2022-23 academic year, in-person visits may be more limited due to the pandemic, and plans will be made for important virtual interactions if travel is not possible.

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 number and types of projects proposed up to that point. Our goal is to have project outlines and Letters of Understanding signed between January 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

Scott Hersey, Director of SCOPE, Associate Professor of Chemical and Environmental Engineering, 781-292-2523, scott.hersey@olin.edu

Jessica McCarthy, SCOPE Program Manager, 781-292-2742, jessica.mccarthy@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



SCOPE Policy of Confidentiality

Each SCOPE project is assigned to a team of approximately five students, under the guidance of a faculty advisor and with the support of the Sponsor liaison. The relationship between the student team and the liaison is meant to be similar to that of a “real-world” engineering team consulting to a client. The primary purpose of the Senior Capstone Program in Engineering (SCOPE) is to provide a powerful educational experience to Olin engineering students, with an important secondary goal of providing value to the SCOPE Sponsor.

It is important that the sponsors, students, and faculty come to an understanding about specific confidentiality at the outset of project work. This should be discussed at SCOPE Kick-Off Day, which represents the first meeting between the team and the Sponsor at the beginning of the program in September.

Sponsors should be aware of several components of the SCOPE program:

- Throughout the academic year, SCOPE project teams participate in design reviews, describing the progress of their work and requesting feedback. These sessions are attended by other SCOPE students that have been paired for the academic year, as well as several faculty members and sometimes a Subject Matter Expert (SME) with industry experience. These individuals will be required to sign confidentiality agreements if they are in place for the project.
- At the end of the academic year, each team presents its results on SCOPE Summit Day, an open-house celebration of student work. These presentations are open to the public. Sponsors will have an opportunity to approve the material included in the presentations and posters for SCOPE Summit.

As a center of learning, Olin College must bear in mind that the educational value of the SCOPE experience is paramount. This need not be inconsistent with a reasonable policy of confidentiality. Indeed, the educational value of the SCOPE experience is enhanced by the overtones of confidentiality because all professional practice requires judgment in dealing with customer confidences. SCOPE can provide a safe and supportive climate for teaching students how to make these judgments. The faculty can extend these student opportunities to include developing professional attitudes on the rights of the respective parties.