SPEC SHEET

Community Based Projects

The Lally School welcomes projects from companies that provide students with exposure to current business challenges. This document describes responsibilities of students, faculty and company participants, and solicits information about your project to help create the right match with our courses.

1. Student Responsibilities

Students are expected to invest approximately 150 hours over the course of the semester, if the project counts for 100% of their grade; or proportionally less if their grade is based only partially on their project work. The time investment is not usually spread evenly across the 15 weeks. In some courses, most or all of this time is dedicated to the project. In other courses, the project is just part of their course responsibilities. They are expected to work with their client company and with their professor to define the project and then to get the work done. The quantity and quality of work naturally varies depending on the capabilities of the student, the nature of the project, the cooperation of the company, and a host of other factors. Most of the time, the participating companies find the value they receive far exceeds the cost.

2. Responsibilities of the Rensselaer professor

The Rensselaer professor provides oversight and guidance, but does not do the work for the students. The professor generally will facilitate communication with the company, especially at the front end when project definition is so important and at the back end when the companies are presented with the results. Often a written report is provided to the company.

3. Types of projects

A variety of Lally School courses offer projects or practica in such functional areas as accounting and financial management, marketing, information systems, business analytics, new product development, technology commercialization, business planning, etc. If you have a project that you believe can reasonably be undertaken by a team of students during a 15 week semester, let us take a look at your proposal and provide you with some feedback.

We do our best to match student teams with projects. That said, not all projects find a home. And sometimes we have to ask companies to wait a semester for the right course or the right team of students.
4. Responsibilities of participating companies

These vary from course to course, but most often include some or all of the following:

- The company should assign one individual — ideally a manager in a position of responsibility — to act as a liaison with the student team. Although the time investment required is not usually large, a good quality educational experience and project end product depends on the active involvement of the company liaison in defining the project, in providing access to information, and in providing some amount of guidance throughout the project.

- Companies agree to absorb out-of-pocket expenses, not to exceed an amount agreed upon in advance. For example a marketing project might require students to conduct phone interviews or to mail out surveys, and the costs associated with these activities would be borne by the company.

- The project must require a deliverable, agreed upon between instructor and participating companies. Usually this consists of a final oral presentation, and often companies are asked to send a representative (usually at least their liaison and sometimes other members of the management team). Often the companies are asked for their feedback on their experience with the project team, orally and/or in written form.

- The company should not provide proprietary or confidential information to the students. Any proprietary information should be clearly labeled and must be the subject of a separate confidentiality agreement between Rensselaer and the company.

- The company understands that the student(s) may need to document all or part of their practicum experience, including the description of the project requested by the company.

5. Liability

As these projects are elective, Rensselaer and its associates are released from all liability caused by an accident and/or mishap to a student that may occur while the student is not on the Rensselaer campus or affiliated locations.
COMPANY APPLICATION
FOR PARTICIPATION IN
THE PRACTICUM PROGRAM AT RENSSELAER

Date: ______________________________

CONTACT PERSON: __________________________ Title: ________________

Name of Company _________________________________________________________

Address ___________________________________________________________________

Phone __________________________ email address ____________________________

Please describe the nature of the project you propose to be undertaken by a team of Rensselaer students under the supervision of a professor. (Use additional pages if necessary.)

I understand the nature of this program as described in the SPEC SHEET and agree to fulfill the responsibilities of participating companies as described. I understand that Rensselaer may not be able to assign a team of students to complete the proposed project, and if a student team is assigned, Rensselaer will not Guarantee any specific level of performance. Other specifications may be provided by the particular professor as they relate to a specific course or project.

Signed by: ______________________________________________________________

Thank you for your application.

Please address any questions or comment to

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