

SLS Suggested Template for SCOPE OF WORK

This template is intended to offer the faculty member and partner an opportunity to more finely articulate the expectations, project plan, goals, and timeline.

Important Contacts and Resources:

1. *Name of Primary Partner Contact*

2. *Name of Primary Faculty Contact*

3. *Websites or other key resources related to the partner and the project*

How Material will be shared:

This is an opportunity to determine whether you will use dropbox, google drive, or some other service to share and review materials such as relevant resources for the project and student work.

Project Description:

Here you can outline the course topic and enrollment. Then provide a 3-4 sentence overview of the project, showing how it connects to the course, and how it serves the partner organization's specific goals. You may wish to include a syllabus link.

Course Name and Focus:

Estimated Enrollment:

Brief Project Overview:

Other Strong Examples of Similar Work:

If students are working on an ongoing project, it may be useful to provide links to existing deliverables. If students are working on a new project for the organization, list below some examples of existing products/sites/strategies/deliverables that reflect the goals of the partner for this project.

Advancing Long-term Goals:

Please consider including this section if you are working with a well-established SLS partner and you both see the project as potentially spanning more than a single semester.

This project is designed to provide experiential learning for the students

in _____ and to advance SLS' and _____

_____ efforts to a) build a long-term, mutually beneficial

relationship, and b) engage communities in [type of

work] _____ through [project's broad

goal] _____. We see this as a long-term

project. Assuming all partners want to continue working on it moving forward, SLS is

committed to doing so through future classes (this one or a different class) and programs

(such as our Summer Internship Program).

Deliverables: The partnership will produce the following deliverable (*If there is more than one deliverable OR if the deliverable has several component parts, then list them here*):

- 1.
- 2.
- 3.

Intellectual Property (IP) Agreement:

Sample language is provided below. Keep in mind that the broad institute policy is that students hold any IP they create, so you will want to carefully articulate what the IP agreement for the course project is.

SAMPLE LANGUAGE: Deliverables will be the joint property of SLS and _____ . Once they are finalized, we will work together to develop guidelines for how they will be shared publicly. Deliverables will be completed at the end of the term by _____. Note that some or all deliverables may still be in draft form, in which case SLS will work with _____ [partner contact/liaison] to figure out how to complete them in the following semesters.

Timeline, Partner Support, and Time Commitments:

Students will be introduced to this project and start working on it _____ [date] and will submit final projects/products on _____ [date].

*Below, consider providing a timetable of the support expected of the partner to the student teams and any meeting dates to do that collaborative work. Will the partner be asked to do a midpoint review or meeting with students? Do students work on the deliverable in phases? Would partners like to attend a final presentation session? Map out that timeline. **Remember to compensate your partner; SLS provides suggested amounts in these guidelines.***

**Sample Table of Important Dates Referring to List Above:
[Include off-campus location or classroom number]**

<i>Sample Dates</i>	<i>Specific Project Deliverable or Meeting Purpose</i>
30-Aug	
25-Sept	
15-Oct	
20-Nov	
10-Dec	