



University of Puerto Rico Mayaguez  
 College of Engineering  
 Call Box 9000  
 Mayaguez, PR 00681-9000



FOR UNIVERSITY USE	
Document No.	
Evaluation Date	
Designated Faculty	

## Sponsor Project Proposal Form

*Open Capstone is an undergraduate academic activity to foster academia-industry relations through required curricular design activities. Program is intended solely for educational purposes. Project results are not guaranteed and are presented "as is".*

Sponsor name:			
Address:			City:
			State:
			Zip Code
Business contact:	Office phone:	Mobile phone:	Email address:
Project Mentor:	Mentor office phone:	Mentor mobile phone:	Mentor email address:
Project Title:			
Preferred Method of Communication: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other: _____			

### Project Description

Overview (attach to this form any drawings, photos, and sketches that might help to best describe the intended project):
Background and Objectives (background and summary of the most important functional requirements):
Goals (what you anticipate the students will design and/or build):
Application of the End Product:

**Areas of Interest (check all that may apply):**

- Industrial Engineering       Mechanical Engineering       Chemical Engineering       Electrical Engineering  
 Computer Engineering       Civil Engineering       Surveying & Topography       Other (Specify):

**Skill Requirements**

“Must Have” Skills: List the skills/knowledge that students need to have prior to getting started on the project.

Necessary Skills: List the skills/knowledge students need to master for successful completion of the project.

**Work Load Expectation & Sponsor’s Location Requirements**

If this project were assigned to a new college graduate hired as a full-time employee and you’d expect it completed in 16 weeks, how many hours per week would you expect would be needed for completion?	
What portion of this time would the students need to physically move to your plant/site facilities for this project? Designated Location (if different from address above):	
Sponsor’s Designated Mentor to Interact with students (if different from above): Position: Contact Info:	

**Student Selection Requests**

How often do you expect a Sponsor designated mentor will meet with the team at sponsor’s designated location? <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Only once <input type="checkbox"/> Never <input type="checkbox"/> Other:
How often do you expect Sponsor Designated mentor will meet with the team at the UPRM? <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Only once <input type="checkbox"/> Never <input type="checkbox"/> Other:
When do you expect to meet with the team at UPRM? <input type="checkbox"/> Daytime Hours <input type="checkbox"/> Evening Hours
Preferred meeting venue: <input type="checkbox"/> UPRM <input type="checkbox"/> Company <input type="checkbox"/> Videoconference (Skype, Webex, etc.) <input type="checkbox"/> Other:
Check requests that apply to your project: <input type="checkbox"/> Students must be US citizens due to security/government/export control requirements <input type="checkbox"/> Results are to be proprietary requiring all public presentations and documents to be reviewed prior to distribution <input type="checkbox"/> Other Requests:

**Gift**

Sponsor-provided funding for Open Capstone is considered a charitable contribution to support Capstone course activities, Open Capstone program management, project materials, travel & equipment, and capstone laboratory infrastructure. Gifting levels start at \$3,000 per project per semester. Organizations with special needs must contact the program coordinator. Students are assigned a working budget to cover direct expenses. Project resources or infrastructure sharing may be required from the sponsor. Expenses exceeding the student working budget must be covered by the project sponsor.

**Usage of Sponsor’s Logo**

Please check here if you give permission for Open Capstone to use your Corporate Logo (if any) for its website, outreach, and presentations. Email the logo for which permission is granted to [opencapstone@upr.edu](mailto:opencapstone@upr.edu).