Dear Project Sponsor,

We would like to thank you for considering the sponsorship of an engineering design project for fourth year students of the Schulich School of Engineering, University of Calgary. Our fourth-year capstone design courses bring groups of students together to apply their academic and engineering skills in a single unique project. Listed below are the potential benefits of your participation via project sponsorship.

- Give back to the community and create a strong corporate or research connection with the University of Calgary and our undergraduate students.
- Experience personalized professional development by mentoring a group of engineering students. Note that mentoring time from participating in this program can be reported as PDH with APEGA.
- Get help on back-burner type projects that have been lingering in your company.
- Find a new perspective on old issues by working with engineering students through a disciplined engineering design process.
- Gain recruiting exposure with the graduating class of engineering students.

Through our experience connecting industry and research labs with design education, we have found the following project criteria that help both the students, and the project sponsors succeed.

- Projects should involve the aspects of design, engineering analysis, and verification.
- Projects should have a scope suitable for a group of 4-6 students working over an 8-month period. The expected number of hours spent on all aspects of this course is 260 hours of work per student over an 8-month period. This includes individual studies, technical work, meetings, documentation, and project management.
- Projects should not have urgent or strict deadlines.
- Projects should be flexible and allow for multiple solution ideas to be explored.
- Project outcomes should satisfy a demonstrable need and have value to your organization.
- Projects leading to physical prototypes are preferred if prototype can be made at a reasonable cost and within the timeline of the course.
- Projects should use known technology – there is not enough time in the course for large technological uncertainties that relate more with research and developmental aspects.

If you agree to sponsor a design project, please fill in the Project Proposal Form circulated with the document, providing a clear description of the project, the expected outcome, the value to your organization, and
deliverables, and the type of support (financial/technical) that your company/research lab/etc. will provide. Also, assign a representative who will be liaising with the students and the course instructor on a regular basis.

Based on experience, there is a clear correlation between the quality of the projects and the level of engagement of the project sponsor. It is expected that the students be provided with a reasonable amount of advice and mentorship from your side over the term of the project to make the project a success. The minimum expectation is for the students to meet the industry representative at least two times during the Fall and the winter semesters, respectively. Weekly meetings are also suggested and encouraged. The objective is to ensure the project’s progress, and the outcome meets the sponsor’s expectation. Furthermore, interactions with the project sponsor would provide students with the opportunity of working with fellow industry professionals and gain real-world problem-solving exposure and experience. The following are the contractual notes that apply to this sponsorship relation.

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In this course, the mission of the University is educational. While sponsors can derive great benefit from their involvement and sponsorship, ultimately the sponsor must be receptive to the course curriculum and support of the educational objectives.

A design project involves various material and overhead costs (e.g., faculty / technician time, teaching assistants, course administration, building and testing prototypes, and design and simulation software). To sustain high-quality engineering design education, it is appreciated if the sponsoring companies can consider voluntary financial support.

Please do not hesitate to contact me (403-220-3632; aramirez@ucalgary.ca) if you need further information. We look forward to a rewarding relationship between your organization and our students over the course of this fourth-year capstone design project.

**Special Notes about COVID-19**
Due to the restrictions for COVID-19 being relaxed, we should expect the capstone projects to proceed in a traditional manner (e.g., in person meetings and project reviews).

Sincerely,

Dr. Alex Ramirez-Serrano and Dr. Joseph Thekinen
Instructors of ENME 501/502
Mechanical and Manufacturing Engineering
Schulich School of Engineering
University of Calgary

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