Spring 2020 Capstone Design Project Sponsors:

Thank you for offering to sponsor a senior design project for the spring 2020 semester. In lieu of sending you multiple emails, I thought it would be easier to give you the details all at once. This is lengthy but contains a lot of important information.

- Teams will be determined on Wednesday evening, January 15, 2020.
- The Project Kick-Off and Sponsor Meeting event will be on Tuesday, January 21 at the Hetzel Union Building (HUB) in Alumni Hall on the University Park campus. Lunch is on your own. Agenda is at the bottom.

The Kickoff will serve as a first technical meeting for teams and sponsors. Teams will already be determined before the Kickoff event and will be contacting sponsors on Thursday or Friday January 16 and 17 (and possibly over the weekend) to set up a specific time to meet at the Kickoff. If a sponsor is unable to attend the Kickoff, you will have the opportunity to determine an alternate day and time or schedule your first conference call when the students contact you.

Please carefully read “What to expect at the Kickoff” below. Attending the Project Kickoff is highly encouraged to get a good and early start on the project. Share this information with anyone who will be attending the Kickoff.

This format offers several advantages which include:

- An earlier start date for project work
- A leveraging of the enthusiasm that the students have at the beginning of the semester
- Earlier meetings between teams and sponsors
- Earlier signatures of project teams on legal agreements

Most importantly, it jumpstarts the projects giving an additional 1-2 weeks of meaningful work for project teams. In an already compressed schedule, we know this will be a great benefit to both the students and sponsors.

Timeline:

- **Tuesday, January 14 (5pm):** Deadline for students submit their project preferences.
- **Wednesday Evening, January 15:** Teams will be determined.
- **Thursday, January 16:** The students will meet their teammates for the first time and will begin to contact sponsors in advance of the Kickoff to set up a meeting time based on the availability of both the team and the sponsor. You should receive an email or phone call from one of the students assigned to your project no later than Friday, January 17 and if you don’t hear from someone by 3:30 pm, please contact the Faculty Contact who will be advising the team. This person is listed with the projects (in alpha order) found here: [https://www.lf.psu.edu/projects/project-selector.aspx](https://www.lf.psu.edu/projects/project-selector.aspx) As always, you can also contact Matt Parkinson mpb11@psu.edu or Cindy Winkelblech at ckb2@psu.edu but initially reaching out to the faculty member is best since they have direct access to the students.
- **Tuesday, January 21** (Kickoff): The teams will have the opportunity to meet with their sponsor for the first time.
- **Tuesday, January 21** (Kickoff): If you are attending the Kickoff and have requested the Non-Disclosure or Intellectual Property Agreements, please stop at the registration table to sign the agreements. Cindy Winkelblech will already have the documents prepared with all of the required information.
Kickoff and Sponsor Meeting Agenda
Tuesday, January 21, 2020

All meetings will be in the 129 Alumni Hall in the Hetzel Union Building (HUB) on the University Park Campus

8:00 to 10:00 am and 11:00 am to 7:00 pm - Kickoff meeting with students and sponsors
10:00 to 11:00 am - Sponsor Meeting

WHAT TO EXPECT AT THE KICKOFF

- Between 8:00 to 10:00 am and 11:00 am to 7:00 pm sponsors and teams will meet at a time previously determined between the sponsors and the team. The duration of the meeting is at the discretion of the sponsor. (Morning meetings must adjourn by 10:00 am due to the one hour sponsor meeting in the same room beginning at 10:00 am.)
- Sponsors will go to the Alumni Hall approximately 15 minutes prior to your scheduled meeting time where there will be round tables for your meeting. Sit anywhere you like. You will be given a table tent with your sponsor company name on it so students can find you. Wearing company logo shirts is always helpful as is giving your team your cell phone number.
- Companies who have multiple projects may use more than one table, if necessary.
- If the same sponsor is meeting with multiple teams at different times, it is the responsibility of the sponsor to coordinate the schedule of meeting times with the various teams.

TRAVEL and ACCOMODATIONS

Campus Map: http://www.geog.psu.edu/print-campus-maps
Accommodations in the State College Area: http://www.statecollege.com/hotels/

PARKING: Hourly parking is available in The HUB Parking Deck which is adjacent to the HUB. Click on the URL for details and rates. Metered parking is available on E. College Avenue. There are other parking decks in State College within a 10 minute walk to the HUB (McAllister Parking Deck and Pugh Street Garage). The Eisenhower Parking Deck is another option, however, you will need to park in the garage, walk to the parking office on the 1st floor of the parking garage to buy a permit, and then return to your vehicle to display the permit.

We look forward to seeing you at the Kickoff!

Please let me know if you have any questions.