

**Curriculum Collaboration Project Proposal**

***Project Title***

***Course Title***

This Curriculum Collaboration Project Proposal (“Proposal”) is non-binding and simply outlines the parties’ mutual understandings and expectations for collaboration on the project described below (the “Project”).

*[NOTE TO FACULTY: This format is appropriate for short-term (one semester or less) collaborations where there are no funds exchanged and no installation of work. Contact Matthew Bernstine (**mberstine@wustl.edu**) for more information or if your collaboration includes funding or installation of work.]*

Prior to completing this agreement, consider reviewing these guides for more information:

Identifying Strong Partners: <https://insidesamfox.wustl.edu/items/identifying-strong-partners/>

Collaborators may want to review Working With Us to learn more about collaborating with the Sam Fox School: <https://insidesamfox.wustl.edu/facultystaff/engagement/resources-for-community-partners/>

*Introduction*

**PROJECT DESCRIPTION**

Briefly describe the project.

**PROJECT OBJECTIVES**

* List objectives for the project for both parties

*Scope of Work*

**RESPONSIBILITIES — WUSTL FACULTY MEMBER**

* List responsibilities of faculty member in collaboration

**RESPONSIBILITIES — COLLABORATOR**

* List responsibilities of collaborator in project
* Include role of collaborator in providing feedback or review of work.

**RESPONSIBILITIES — STUDENTS**

* List responsibilities of students in collaboration

**RESPONSIBILITIES — OTHER**

* List responsibilities of other parties in collaboration

**RESOURCES REQUIRED**

*Information, resources, or contacts required for students to complete this project may be required from the collaborating organization. Please list any requested or offered resources below. Indicate any limitations (confidentiality, must be returned, etc).*

* List all resources required and deadlines for resources.

**DELIVERABLES**

*All deliverables will be delivered in electronic form whenever possible. WashU may not retain copies of deliverables following the academic year; the collaborator must retain copies for their records.*

* List expected deliverables and any specifics about delivery, format, content.

**TIMELINE (Including proposed meetings, visits, reviews, events)**

* Be as specific as possible with dates.

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| **WUSTL** | **Collaborator** |
| *Faculty Member* *Socially Engaged Practice*Matthew Bernstinemberstine@wustl.edu | *Primary Contact* |

*Terms and Conditions*

**COPYRIGHT AND INTELLECTUAL PROPERTY**

*Any work product and/or deliverables developed and/or prepared by Washington University, its students and/or faculty for the Project shall not be deemed a work for hire as that term is defined under U.S. Copyright Law. Any such work product or other deliverable shall be and remain the sole and exclusive property of the University, its students and/or faculty, as applicable, and Washington University, its students and/or faculty shall retain all intellectual property rights pertaining thereto unless otherwise agreed upon and memorialized in a separate writing.*

**MEDIA, PHOTOGRAPHY, VIDEO & IMAGE**

*Washington University will document the process and outcomes of this course. Images of [collaborator’s] space, employees, and guests may be captured and utilized for University purposes. [Collaborator’s] are responsible for ensuring consent of individuals, including guardians of any minors, who may be captured in this documentation have consented. Whenever possible, we will share images with you for use with proper credit. To coordinate media or communication related to this project with Washington University, please contact the Sam Fox Communications office (Katherine Koss Welsch,* *koss@wustl.edu**)*

**FUNDING**

*If funding from any source is a component of this project, please contact Matthew Bernstine (**mbernsine@wustl.edu**) or Chad Henry (**chenry@wustl.edu**) for additional information.*

**EVALUATION**

*The Office for Socially Engaged Practice has a brief evaluation that is distributed to collaborators at the conclusion of the project to obtain feedback regarding interactions with Washington University community members. We ask you complete this evaluation so we can continue to improve our engaged efforts.*

**LIMITATION ON PROFESSIONAL ADVICE**

*The students participating in the Project are not design professionals nor are they licensed architects, landscape architects or engineers. Students will not stamp or seal architectural or engineering drawings or specifications. To the extent that the Project objectives require the production of such documents, collaborator shall be solely responsible for procuring such documents and related professional services.*

**DISCLAIMER OF WARRANTY**

*Collaborator acknowledges that work undertaken in accordance with this Proposal will be performed by students at Washington University in St. Louis. Work will be prepared under the direction and supervision of both the course instructors and the collaborator. Collaborator accepts that the Project may not be as comprehensive as would be expected from a similar project prepared by a professional.* *Notwithstanding anything herein to the contrary, everything provided by Washington University including, without limitation, all technical material, advice, information, reports, data, and results, is provided "as is" and without any warranty of any kind, expressed or implied. Additionally, Washington University makes no warranties regarding the quality, accuracy, commercial viability or any other aspect of its performance, or the performance of the students or faculty, pursuant to this agreement or regarding the quality, accuracy, or commercial viability of anything provided by Washington University, its students or faculty under this Proposal.*

Collaborator Washington University Faculty Instructor

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Title/Organization Title/Organization

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Date Date