

JWU FEINSTEIN TECHNOLOGY AND DESIGN CENTER

COMMUNITY/INDUSTRY PARTNER PROJECT APPLICATION

Please email completed application to deana.marzocchi@jwu.edu.

Date of Application

Name of Organization

Mailing Address

Website

Main Contact Person:

Please fill out the information of the staff member that will be the main contact for this project.

Name: _____ Job title: _____

Phone: _____ Email: _____

Secondary Contact Person:

We ask that you provide our students with a secondary contact at the agency in the event that you are not available to meet with or consult with the students. This person should be versed on the project and outcomes as well.

Name: _____ Job title: _____

Phone: _____ Email: _____

Type of Organization: (select one)

Non-Profit

For-Profit

Public (e.g. town, city, gov't agency)

Describe organization and its mission and/or business focus:

Orientation and Training: For the full value of the experience to be accessible to both the learner and the organizational partner, it is essential that both be prepared with important background information and information about the context and environment in which the learning experience will take place. We have attached information about JWU and its Experiential Education program to begin to introduce you to our students and our educational approach.

If your project is accepted, would you be available to meet with the student group/class periodically throughout the term to provide information about your organization, its mission and/or business focus, and guidance on project progress?

Yes

No

Authenticity: We recognize that for a learning experience to be authentic, it must have real world context and be useful and meaningful to your organization. In order to ensure this, please answer the following questions about your proposed project:

Please describe the project:

What work are the students expected to do? Be specific about tasks and areas of responsibility.

Project Timeline/Due Date:

How many students and project hours per student would you estimate is needed to complete this project over the course of 10 weeks or 1 term? (e.g. 4 students at 10 hours per week for 10 weeks)

How will this project be useful to your organization? What needs will it meet and/or how will it further your mission/business goals?

What do you hope the students' final product will be:

- Website design and development*
- Info graphics*
- Brand identity package and/or logo design*
- Illustration*
- Brochure or other print material*
- Technology assistance (hardware, networking, software, programming, database, etc.)
- Annual report
- Technical writing
- Recommendation/research report
- Operations or instructional manual
- Marketing plan
- Marketing research
- Advertising or public relations campaign
- Social media plan
- Event planning
- Human resource manual
- Culinary and/or culinary nutrition assistance
- Accounting/auditing report
- Engineering design assistance
- Other _____

Preparedness and Preparation: In order to ensure a successful experience, we need to ensure that students enter the experience with sufficient foundation and skills. Please list the student skills and expertise you believe are essential for completion of this project.

Checklist of skills

- Website development
- Event planning
- Strategic planning
- Accounting
- Menu preparation
- Market Research
- Marketing Planning
- Other:
- Other:
- Other:
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Reflection: In order for students to process their experiences, test assumptions and hypotheses, put their perceptions in context and maximize academic, professional, personal and civic learning outcomes, the students will engage in reflection activities designed by JWU faculty and staff. Is there any contextual information you would like students to receive or possible misconceptions or issues that might be helpful for facilitators to address with students as they work with your organization and/or clientele?

Monitoring and Continuous Improvement: It is important that there be a feedback loop related to learning and quality objectives and that the structure of the experience be sufficiently flexible to permit change in response to what the feedback suggests. If your project is accepted, will you or another designee be available to answer student questions and give feedback over the course of the term by email and/or phone?

Yes No

Assessment and Evaluation: At JWU, we are committed to assessing the learning experience for our students. We ask that community/industry partners join in the student and project evaluation process. If your project is accepted, are you willing to fill out a final evaluation to assess the student project work as well as the project experience as a whole?

Yes No

Acknowledgement: It is important have a culminating presentation to document the project, recognize the learning progress and accomplishment and celebrate learning and impact. Therefore, JWU requires that community/industry partners attend the students' final presentation to help provide closure and sustainability. If your project is accepted, will you be able to attend a final student presentation on campus during week # of the term?

Yes No

If the project is implemented successfully, are you willing to have it profiled/publicized by Johnson & Wales University?

Yes No