



WPI

Worcester Community
Project Center

MEMORANDUM

TO: POTENTIAL SPONSOR

FROM: COREY DENENBERG DEHNER, DIRECTOR
LAURA ROBERTS, ASSISTANT DIRECTOR

SUBJECT: PROJECT WITH WORCESTER POLYTECHNIC INSTITUTE'S WORCESTER COMMUNITY PROJECT CENTER

Dear Potential Sponsor,

Thank you very much for your willingness to work with the Worcester Polytechnic Institute's Worcester Community Project Center (WCPC) students. I believe you will be immensely impressed with the students' dedication and the quality of their work.

This document is intended to (1) explain the Interactive Qualifying Project (IQP aka community based collaborative research project) process at Worcester Polytechnic Institute (WPI) and (2) provide you with the form should you decide to sponsor WCPC students.

TIMELINE

- **Preparatory Term: 7 weeks**
 - The students begin the IQP process by taking a preparatory course in social science research and methodological techniques. They also learn about dealing with diverse constituencies and aspects of working in a professional setting. It is during this time that the students do extensive background research into their sponsoring organization or agency and the issue you have asked them to tackle. During this preparatory term students create a project proposal replete with a detailed methodology for completing the project objectives.
 - At the end of the term the students will give a final presentation outlining their proposed timeline for the project's completion and methodological approach.
- **IQP Term: 7 weeks**
 - This is the term when the students work exclusively on fulfilling the project objectives. During this time, the students may be housed at your offices or the Worcester Community Project Center offices five days per week week and will dedicate 40-50 hours each week to the project.

- Also during this time, I ask that sponsors get the students as engaged as possible in the organization, including field work (attending committees as appropriate, helping build, plant or work with community members on a task). I discuss this engagement requirement in more detail below.
- At the end of the term, the students will:
 - Provide you with a **final paper** detailing their process and accomplishments.
 - Provide you with a **video**, related to their project issue, that tackles something of import to you. Please see the links below for examples:
 - [Boys and Girls Club STEM Program](#)
 - [Indicators Project for Central Massachusetts](#)
 - [Developing a Self-Guided Tour for Princeton, Massachusetts](#)
 - [Development of a Comprehensive Massachusetts Policy for Cleanup of an Underground Storage Tank Release](#)
 - The students will also give a **final presentation** on their experience and accomplishments.

Remember, during the 7 week time period that the students will be completing their IQP with you, they will be dedicating 40-50 hours per week of their time on your project. They are an extremely bright and hardworking group of individuals so feel free to think broadly, while maintaining appropriateness for a 7 week timeframe, when contemplating project deliverables. The information you provide on the form below will be presented to the students to help them decide which project they would like to work on for their IQP. For additional information, please feel free to peruse the Worcester Community Project Center website, wpi.edu/+wpcp. As always, feel free to email me, cdehner@wpi.edu, with questions.

Corey Denenberg Dehner

Director, Worcester Community Project Center

“Center for Community Empowerment & Environmental Responsibility (WCPC-CEER)”

Laura Roberts

Assistant Director, Worcester Community Project Center

“Center for Community Empowerment & Environmental Responsibility (WCPC-CEER)”

Sponsor Project Description Form

(1) WHO

- Please identify your organization, title, address and company affiliation

(2) PRIMARY CONTACT

- Please provide contact information (phone and email) for the individual(s) who will serve as the primary contact for the students for the duration of their work on the project (this includes 1-2 meetings in the preparatory term and weekly contact during the project).

(3) LOCATION

- Please explain whether the student team who is assigned to your project is able to be housed at your offices for the duration of their 7 week project term (that is 5 days/week for 7 weeks). If so, do you have wireless capabilities?

- (4) TIMEFRAME:** Please rank the terms in which you are able to have students with 1 being the most preferred term and 3 being the least preferred. If you are unable to have students for any of the terms listed, please put N/A on the line.

2018-2019 Academic Year

<u>Your Rank</u>	<u>Term</u>	<u>Term Dates</u>	<u>Project Description Deadline</u>
	B 2018	(10/23-12/14)	July 1, 2018
	C 2019	(1/9-3/1)	September 1, 2018
	D 2019	(3/11-4/30)	December 1, 2018
	E 2019	(5/13-6/27)	February 1, 2019

(5) WHAT

Background

- Please provide a bit of background on your organization, agency, and issue for the students to use as a starting point in their research.

Problem Statement

- Please briefly (in a one or two sentence problem statement) describe the primary issue the student team will be tackling. Feel free to think expansively about the type of projects students could tackle.

Deliverables/Outcomes:

- Please identify what you hope the students will have accomplished at the end of their project term

Engagement:

This is a particularly important component as we find that the more engaged students are in the organization, the more both the sponsor and students get out of the experience. As an added bonus, engagement also increases the likelihood that students continue to volunteer with the organization.

- **Engagement example:** some sponsoring organizations have created an *immersion week* for students, where they can participate in different aspects of the organization each day of the week and get a sense of the organization's mission and all of the moving parts involved. Others engage the students by having them volunteer with their clients, after a training,
- **Please detail** your approach to meaningfully immersing and engaging the students with the issue and/or organizational mission.