Sponsored Research Project Policy Manual
Contents

Introduction................................................................. 2

Project Execution........................................................... 5

Appendix A - Sponsored Research Project Responsibility Chart

Appendix B - Sponsored Project Planning Process Calendar

Appendix C - College for Creative Studies and Corporate Partner Memorandum of Understanding

Appendix D - College for Creative Studies Intellectual Property Rights Policy

Appendix E - Academic Facilities Academic Project form

Appendix F - Academic Facilities Materials Request form

Appendix G - Sponsored Project Purchasing Request

Appendix H - Academic Facilities policy document

Appendix I - Technology Purchases - What You Need to Know document

Appendix J - Timeline example

Appendix K - Project Change Authorization form

Appendix L - Field Trip permission form

Appendix M - Travel and Expense Report form
Introduction

CCS recognizes the importance of providing our students with real-world experiences and enhanced training to prepare them to become industry leaders. Sponsored research projects enable students to learn how to collaborate and create design solutions in a learning laboratory that mirrors the contemporary work environment. CCS provides a world-class education that prepares students to become world-class designers and leaders.

By the same token, companies realize that design plays an increasingly crucial role in the competitiveness of their products in the global economy. To stand out in a crowded marketplace, products must either make a dramatic leap in function or stand out in some other way – and that is where design plays a crucial role. Not only are companies embracing design, but they are seeking the best and brightest designers and new pools of talent.

Through a company sponsored project, the College’s students will have the opportunity to:

- Develop research based assignments with real-world parameters
- Present to and receive feedback from industry contacts
- Be mentored by a company’s design and technical staff
- Develop relationships that may lead to internship or employment opportunities
- Bolster their portfolio with well-developed projects

Through a corporate partnership with the College, a company will be able to:

- Gain access to fresh, unique and innovative ideas
- Evaluate creative talent for internship and employment opportunities
- Gain recognition as patrons of art and design education
- Utilize sponsorships for public relations and marketing opportunities
- Work closely with students on viable design solutions
**Sponsored Research Project Educational Goals**

Sponsored research projects are highly conceptual and allow students the opportunity to participate in creative, research-based assignments within real-world design parameters. Our corporate partners commit design and technical staff to students to provide guidance, expertise and feedback. Organizations financially sponsor conceptual design projects for CCS students and encourage inventive and unique design concepts. The corporate sponsors typically work with teams of CCS undergraduate juniors and seniors or graduate students, supervised by CCS faculty, to pursue new directions in design for their businesses. CCS’s corporate partners are continuing to expand and diversify their relationships with the College.

Sponsored projects serve the students’ educational goals best when:

- The project aligns with the department’s mission, learning goals and objectives
- The goals of the project align with a series of learning outcomes for a particular course
- The project’s goals and outcomes align with the learning outcomes of courses scheduled for the particular semester proposed
- Sufficient faculty resources are available to teach the course
- The students’ interests are put first (intellectual property, portfolio, etc.)
- The sponsorship commitment is sufficient to meet the goals of the project
- The brief is developed with sufficient input from the department
- The goals of the sponsored project align with Institutional Advancement’s mission statement for the sponsored research project program

**What is a Corporate Relationship?**

A Corporate Sponsored Project is a mutually beneficial partnership between the College and a specific company. This relationship allows CCS to provide real-world design experiences for students by integrating industry needs and challenges into the curriculum, while assisting companies in their creative design research, problem solving and product development efforts.

Why do corporations choose to sponsor projects at CCS?

- Corporations have the opportunity to introduce current industry challenges into the design curriculum.
- Corporations have access to a rich pool of creative talent for fresh and innovative ideas.
- Corporations have access to professional talent for internships and employment opportunities.
- Corporations will receive publicity from their involvement with the College (i.e. press releases, website, and articles in “C” magazine).
• Corporations will have the option to display the project work (rendering and models) for a period of time.

What are the corporate partner commitments of a sponsored project?

• Corporations provide a tax-deductible contribution that varies depending on the scope of the project. The monetary contribution provides student scholarships, stipends for materials, supplies, hardware, software, and models, as well as general scholarship support. This revenue contributes to the College’s general operating budget each year.
• Corporations are responsible for time and participation of key corporate staff to present the design brief, engage in periodic reviews, and the final critique of work.
• Corporations are to collaborate with CCS Institutional Advancement and academic staff to develop appropriate design briefs and deliverables. They also approve appropriate public relations strategies and materials.
Project Execution

Please Note: Visual depiction of accountability and schedule for the below mentioned responsibilities is available in the Appendix. Appendix A offers a Sponsored Research Project Responsibility Chart. A Sponsored Project Planning Process Calendar is available in Appendix B.

Planning

Planning for sponsored research projects optimally begins one year prior to the project’s initiation date. As the College runs on a semester schedule, this means that planning for a project to take place in a fall semester (September – December) should begin the September prior.

Initiation of contact with a potential partner may occur at the department level, through Academic Affairs, or through Institutional Advancement. Once a relationship develops, Institutional Advancement collaborates with Academic Affairs and relevant faculty to discuss project possibilities with the potential client. The team then will work with the client to tailor the proposed project to be sure it will serve the students’ educational goals (as defined in the Introduction) and the sponsor’s project brief.

Once the College and client have agreed on a preliminary design brief, Institutional Advancement and involved faculty will then work with the client to define budget parameters, develop a schedule of review dates, determine logo usage rights, develop a marketing/promotion plan, etc. The College for Creative Studies and Corporate Partner Memorandum of Understanding (Appendix C) will be used to set the project scope.

Once the Memorandum of Understanding document is complete, Institutional Advancement will forward the document to all signatories for approval.

All approvals should be in place six weeks prior to the project start date. If the project is to occur in the fall semester, this would mean that all documents would need to be completed and approved by no later than the last week of July. This deadline will assure that sponsored research project classes could be added to the Course Tally in ample time for student registration.

Once approved by all signatories, copies of the signed Memorandum of Understanding will be sent digitally by Institutional Advancement to all signatories and the Coordinator-Undergraduate Studies. Institutional Advancement will also forward the signed Memorandum of Understanding
to the client which will include the agreed upon intellectual property rights assignment. 

Appendix D offers a general outline of this policy for faculty use.

It is the responsibility of Institutional Advancement to complete Event Notification forms in preparation for all client interaction/review dates and to request access badges for sponsors who wish to enter the building outside of these dates. Institutional Advancement will also send appointments via Zimbra to the Chair, instructing faculty, Department Administrator, and Dean for client review dates; Career Services should also be included for final presentations as appropriate. Finally, Institutional Advancement will set up budget centers for the projects with Business Office and communicate the budget center numbers to the departments.

It is the responsibility of the department to schedule the course for the sponsored project, recruit the appropriate faculty, and develop a detailed syllabus for the course in accordance with the information specified in the Memorandum of Understanding. The department must also work with the faculty to complete the Academic Facilities Academic Project and Materials Request forms (Appendix E and F) and the Sponsored Research Project Application Form for Project Purchases (the purchasing policy and application form can be found in Appendix G) for any materials needed from external vendors, if applicable. If appropriate, departments are responsible for selecting and recruiting students to participate in the project. If contract workers are to be used (i.e. professional painters, modelers, Alias technicians), departments should recruit and schedule time with them based on the project schedule and budget parameters. Any hiring of faculty or contract employees must follow Human Resources policies and Security must be notified if access is needed outside of building hours.

It is imperative that visual archive of student outcomes for sponsored research projects be kept; hence all students will be asked to submit digital files of their work at the end of the project semester to the department. The format for these digital files will be determined by the department and Institutional Advancement prior to the start of the semester and the information for file submittal (specs, number of copies, due date, etc.) will be included in the class syllabus.

The department and Institutional Advancement are responsible for contacting the Director of Academic Technology if further communication is needed regarding the use of technology once the Memorandum of Understanding has been signed.

The department and Institutional Advancement are responsible for contacting the Director of Academic Facilities if further communication is needed regarding matters pertaining to Academic Facilities once the Memorandum of Understanding has been signed.

Please Note: Use of Academic Facilities by classes and/or contract employees must be in keeping with the Academic Facilities policy document found in Appendix H. The purchase of technology using sponsored project funds must be in keeping with guidelines outlined in Appendix I.
Execution/Monitoring

Departments are responsible for submitting syllabi to the Academic Affairs office at the end of the first week of the semester. They are further responsible for submitting the Academic Facilities Academic Project and Materials Request forms (Appendix E and F) to Academic Facilities by the end of the second week of the semester. The Academic Facilities Academic Project and Materials Request form must be approved by the department Chair, the Department Administrator and Institutional Advancement prior to submittal. If printing is required of students and sponsored project funds have been set aside for this endeavor, departments should also send the Imaging Center a roster of student names with amounts allocated to each and the budget number for the project by the second week of the semester.

The Coordinator-Undergraduate Studies is responsible for creating a timeline for each project based on the information offered in the Memorandum of Understanding. An example of a project timeline can be found in Appendix J. Once completed, this timeline will be forwarded to all stakeholders for approval in case any revisions have been made since the Memorandum of Understanding was signed. The Coordinator – Undergraduate Studies is also responsible for creating Content Collection folders for each sponsored project with permissions set for stakeholder (faculty, Institutional Advancement, Department Administrator, Chair and Academic Facilities, if applicable) access. Inside each folder the syllabus, class roster, timeline, and Memorandum of Understanding specific to the project will be uploaded. Content Collection folders and approved timelines will be in place by the third week of the semester.

On a bi-weekly basis, or more often if needed, the Coordinator-Undergraduate studies will send a group email to all stakeholders with reminders, requests for updates/summaries, etc. If information is requested, stakeholders will respond to the emails in a timely manner using the “reply all” function so that the group will see all communication and be kept abreast of any updates, changes, etc.

There is a stipulation in the Memorandum of Understanding that states, “Client driven changes to design or deadlines beyond week 8 have serious impact on both student learning outcomes and the project budget. Written approval from CCS and the client will be necessary for any changes made after week 8.” If a client desires changes, the group will be made aware of the fact through the bi-weekly emails. Institutional Advancement will then work with all stakeholders and the client to complete The Project Change Authorization form (Appendix K). This form requires the same signatures as the Memorandum of Understanding.

If purchases need to be made during the semester, the Sponsored Project Purchasing Request (Appendix G) should be used. Again, the purchase of technology using sponsored project funds must be in keeping with guidelines outlined in Appendix I.
Although this may not be applicable for all sponsored projects, it is important to note that Academic Facilities’ deadline for submittal of files for any RP or CNC work is usually in week 10 of the semester.

If students are to take any field trips during the semester, it is the department’s responsibility to be sure that Field Trip permission forms (Appendix L) are completed and on file.

Departments are responsible for collecting the archive files for each sponsored project at the end of the semester. Please Note: Students should not receive reimbursements from sponsored project funds for any materials purchased until the requested files have been submitted.

Travel and Expense reports (see Appendix M) are used to reimburse employees or students for expenses whether it be for travel, entertainment, or otherwise. This form is used for employees and students only; it should not be used for vendors.

**Post Semester**

The department is responsible for completing the Business Office paperwork to reimburse students for allowed costs; reimbursements may only be given if the required archive files are submitted. The department will create a final budget reconciliation document for each project showing reimbursed student expenditures, Imaging Center project related costs, Academic Facilities project related costs, contract worker costs (if applicable), costs for any items purchased from external vendors, and any other project related cost. This final reconciliation will be submitted to Institutional Advancement one week after the semester has ended.

As of 2014/2015, any department that is under budget for project-related expenses will have the opportunity to designate 10 percent of the project revenue in to a discretionary fund for the department. For example, if project-related expenses are under budget by $10,000, the department will receive $1,000. Departments may use these funds for expenditures that support department advancement. The Vice-President of Finance and Administration will approve discretionary fund expenditures after the close of the fiscal year.

Institutional Advancement is responsible for facilitating the photography of project outcomes (if applicable) and sending letters of gratitude to the sponsors.

The Coordinator-Undergraduate Studies is responsible for coordinating a meeting between Institutional Advancement, applicable department Chairs and Administrators, Academic Facilities, Academic Technology, and the Dean(s) to discuss process success and evaluate how it could be improved for future semesters.
Appendix A
<table>
<thead>
<tr>
<th>Task</th>
<th>Timing</th>
<th>Institutional Advancement</th>
<th>Academic Department</th>
<th>Academic Affairs</th>
<th>Academic Facilities</th>
<th>Academic Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate contact and develop relationship with corporate partner</td>
<td>One year prior to project start date</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Propose and develop project with corporate partner; draft preliminary design brief</td>
<td>Four to six months prior to project start date</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Define project budget parameters, develop a schedule of review dates, create marketing plan, etc. with corporate partner; articulate all agreed upon details in Memorandum of Understanding</td>
<td>Four to six months prior to project start date</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forward Memorandum of Understanding to all signatories for signing/approval</td>
<td>Due six weeks prior to project start date</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forward signed Memorandum of Understanding to all signatories and Coordinator-Undergraduate Studies</td>
<td>Due six weeks prior to project start date</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forward signed Memorandum of Understanding to corporate partner</td>
<td>Due six weeks prior to project start date</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule a course for the sponsored project</td>
<td>Due six weeks prior to project start date</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select an appropriate faculty to instruct the project</td>
<td>Due six weeks prior to project start date</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Sponsored Research Project Responsibility Chart</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Timing</strong></td>
<td><strong>Institutional Advancement</strong></td>
<td><strong>Academic Department</strong></td>
<td><strong>Academic Affairs</strong></td>
<td><strong>Academic Facilities</strong></td>
<td><strong>Academic Technology</strong></td>
<td></td>
</tr>
<tr>
<td>Send Zimbra appointments to Chair, instructing faculty, DA, and Dean for client review dates</td>
<td>Two weeks prior to project start</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Set up project budget centers with the Business Office and communicate the budget center number to the DAs</td>
<td>Two weeks prior to project start</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete and submit event notification forms in preparation for all client interaction dates</td>
<td>Prior to and during project</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Security to request access/badges for corporate partners</td>
<td>Prior to and during project</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete and submit <em>Sponsored Project Purchasing Request</em> forms for items needed from external vendors</td>
<td>Prior to and during project</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>If further clarification on technology is needed after signing the <em>Memorandum of Understanding</em>, contact Academic Technology</td>
<td>Prior to and during project</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If further clarification on Academic Facilities use is needed after signing the <em>Memorandum of Understanding</em>, contact Academic Facilities</td>
<td>Prior to and during project</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop and submit a detailed syllabus in accordance with the information provided in the <em>Memorandum of Understanding</em>; include specs, due date, etc. for submittal of digital files for archive</td>
<td>Due first week of project semester</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete and submit the <em>Academic Facilities Academic Project and Materials Request</em> forms, if applicable</td>
<td>Due second week of project semester</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Task Description</td>
<td>Timing</td>
<td>Institutional Advancement</td>
<td>Academic Department</td>
<td>Academic Affairs</td>
<td>Academic Facilities</td>
<td>Academic Technology</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>---------------------------</td>
<td>---------------------</td>
<td>-----------------</td>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>If applicable, submit roster of student names with printing amounts allocated to each and the budget number for the project to the Imaging Center</td>
<td>Due second week of project semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create timeline for project and forward for approval of all shareholders</td>
<td>Due second week of project semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Content Collection folder for the project with access to all shareholders; upload approved timeline, syllabus, course roster and signed <em>Memorandum of Understanding</em> to folder</td>
<td>Due third week of project semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If applicable, submit all RP/CNC files to Academic Facilities</td>
<td>Due tenth week of project semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send bi-weekly emails to shareholder group requesting updates, offering reminders, etc.</td>
<td>Throughout project semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respond to requests in bi-weekly emails in a timely manner using &quot;reply all&quot; email function</td>
<td>Throughout project semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When/If applicable, have all students complete <em>Field Trip</em> permission forms prior to any field trip</td>
<td>Throughout project semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Timing</td>
<td>Institutional Advancement</td>
<td>Academic Department</td>
<td>Academic Affairs</td>
<td>Academic Facilities</td>
<td>Academic Technology</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
<td>---------------------</td>
<td>------------------</td>
<td>--------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Collect archive files from students PRIOR to offering and</td>
<td>End of project semester</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>reimbursements for project expenses; submit to Institutional</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advancement once collected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete paperwork to reimburse students for out-of-pocket project</td>
<td>End of project semester</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>costs (only AFTER archive file submittal)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create final budget reconciliation document and submit to</td>
<td>Due one week after end of</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional Advancement</td>
<td>project semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilitate photography of project outcomes (if applicable)</td>
<td>After project end</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send letters of gratitude to sponsors</td>
<td>After project end</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinate meeting between shareholders to evaluate the projects</td>
<td>After project end</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>success and discuss plans for improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B
# Sponsored Project Planning Process Calendar

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Timing</th>
<th>Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact prospective clients, propose projects for following</td>
<td>All FA</td>
<td>IA and Dept.</td>
</tr>
<tr>
<td>Fall semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syllabus submitted for current Fall semester projects</td>
<td>Wk I</td>
<td>Dept.</td>
</tr>
<tr>
<td>Imaging Center contacted with student names and budget codes for</td>
<td>Wk 2</td>
<td>Dept.</td>
</tr>
<tr>
<td>Fall semester projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timelines created for Fall semester projects</td>
<td>Wk 2</td>
<td>AA</td>
</tr>
<tr>
<td>Academic Facilities Project Form and Materials Request submitted for</td>
<td>Wk 2</td>
<td>Dept.</td>
</tr>
<tr>
<td>Fall semester projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Collection upload and permissions set for Fall semester</td>
<td>Wk 3</td>
<td>AA</td>
</tr>
<tr>
<td>projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects confirmed for coming Winter semester; Memorandums signed;</td>
<td>Wk 9</td>
<td>IA</td>
</tr>
<tr>
<td>summary approved by Executive Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course, faculty and rooms confirmed for coming Winter semester</td>
<td>Wk 9</td>
<td>IA</td>
</tr>
<tr>
<td>projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Facilities RP/CNC deadline for Fall semester projects - all</td>
<td>Wk 10</td>
<td>Dept.</td>
</tr>
<tr>
<td>files must be in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete budget reconciliation documentation</td>
<td>Wk 15</td>
<td>Dept.</td>
</tr>
<tr>
<td>Meet to discuss semester’s projects and evaluate process</td>
<td>Wk 15</td>
<td>AA</td>
</tr>
<tr>
<td>Contact prospective clients, propose projects for following Winter</td>
<td>All WI</td>
<td>IA and Dept.</td>
</tr>
<tr>
<td>semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syllabus submitted for current Winter semester projects</td>
<td>Wk I</td>
<td>Dept.</td>
</tr>
<tr>
<td>Imaging Center contacted with student names and budget codes for</td>
<td>Wk 2</td>
<td>Dept.</td>
</tr>
<tr>
<td>Winter semester projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timelines created for Winter semester projects</td>
<td>Wk 2</td>
<td>AA</td>
</tr>
<tr>
<td>Academic Facilities Project Form and Materials Request submitted for</td>
<td>Wk 2</td>
<td>Dept.</td>
</tr>
<tr>
<td>Winter semester projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Collection upload and permissions set for Winter semester</td>
<td>Wk 3</td>
<td>AA</td>
</tr>
<tr>
<td>projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Facilities RP/CNC deadline for Winter semester projects -</td>
<td>Wk 10</td>
<td>Dept.</td>
</tr>
<tr>
<td>all files must be in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete budget reconciliation documentation</td>
<td>Wk 15</td>
<td>Dept.</td>
</tr>
<tr>
<td>Meet to discuss semester’s projects and evaluate process</td>
<td>Wk 15</td>
<td>AA</td>
</tr>
<tr>
<td>Projects confirmed for coming Fall semester; Memorandums signed;</td>
<td>End of July</td>
<td>IA</td>
</tr>
<tr>
<td>summary approved by Executive Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course, faculty and rooms confirmed for coming Fall semester</td>
<td>End of July</td>
<td>IA</td>
</tr>
<tr>
<td>projects</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C
# Memorandum of Understanding

## Client Sponsored Project Brief

<table>
<thead>
<tr>
<th>Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Representative(s)</td>
<td></td>
</tr>
<tr>
<td>Representative Contact Information</td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td></td>
</tr>
<tr>
<td>Class Number and Name</td>
<td></td>
</tr>
<tr>
<td>Class Schedule</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>Instructor Contact Information</td>
<td></td>
</tr>
</tbody>
</table>

## Project Name

(This name will be used in all communications regarding the project to include any related marketing materials.)

## Project Summary

(A summary of the scope of the proposed project. Please include the intended audience of the finished piece.)

## Deliverables

(A clear list of expected outcomes, both material and conceptual. Please specify number, size and type of any tangible pieces anticipated. For example: 1 x 24” x 48” final mounted print per student; 1 x milled 1/5 scale model per student; etc.)

## Project Schedule:

(Fall and winter academic semesters are 15-weeks in length. Each sponsored project is divided into phases. Complete the below schedule of anticipated outcomes for each week/phase. Asterisk and bold weeks that are client contact points)
[Date(s)]
Week 1

[Date(s)]
Week 2

[Date(s)]
Week 3

[Date(s)]
Week 4

[Date(s)]
Week 5

[Date(s)]
Week 6

[Date(s)]
Week 7

[Date(s)]
Week 8

[Date(s)]
Week 9

[Date(s)]
Week 10

[Date(s)]
Week 11

[Date(s)]
Week 12

[Date(s)]
Week 13

[Date(s)]
Week 14

[Date(s)]
Week 15

* Client contact points
Brand Logo Usage
[Articulate the permission given to students’ to use the company logo on work created for the project, in portfolios, etc. If numerous company logos are available, attach the approved version to be used in student work.]

Intellectual Property Statement/Agreement
[Negotiated individually.]

Scholarship/Competition/Awarded Internship Rules (if applicable)
[Articulate rules and guidelines. Include following statement if internship(s) will be awarded: “Students must meet College requirements to be able to participate in awarded internships.”]

Confidentiality Guidelines (if applicable)
[Articulate guidelines.]

Required Technology
[Include required conferencing ability, needed technology (hardware, software and fonts) for student use and client-owned software usage agreement (if applicable).]

Budget

<table>
<thead>
<tr>
<th>Budget Category</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Overhead and Student Scholarship Fund</td>
<td></td>
</tr>
<tr>
<td>Marketing and PR</td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td></td>
</tr>
<tr>
<td>Travel/Field Trips/Reviews/Meetings and Events</td>
<td></td>
</tr>
<tr>
<td>Student Printing</td>
<td></td>
</tr>
<tr>
<td>Artifact Creation</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Please note:** Client driven changes to design or deadlines beyond week 8 have serious impact on both student learning outcomes and the project budget. Written approval from CCS and the client will be necessary for any changes made after week 8.

Approval Signatures

__________________________  _________________________
Director of Corporate and Foundation Relations  Date
Appendix D
Policy Goals
The College for Creative Studies ("the College" or "CCS") is committed to nurturing students’ creative and intellectual abilities. This is best done in an environment that encourages exploration and experimentation and in which artistic and academic freedom are respected and protected. As artists, designers, writers, and scholars, the College’s faculty and students continually produce creative works in the course of their academic activities. These works constitute Intellectual Property ("IP"). It is important that the rights to ownership and use of this Intellectual Property are understood by all members of the CCS community and by those members of the public who support their work. This policy explains those rights. It proceeds from the basic principles that the College’s primary responsibility is the education of its students and not the commercialization of their work, and that creators should in general retain intellectual property rights in their works subject to reasonable use rights held by various members of the CCS community. The policy is intended to promote innovation and excellence in educational and artistic pursuits, to encourage the best educational experiences for students, to allow faculty and students to reap the benefits of their own creativity, and to enable the College to celebrate the work of its faculty and students in order to promote the College to its varied constituencies.

Policy Overview
This policy covers work created at or in connection with CCS and sets forth the intellectual property rights of faculty, students, staff, and CCS in that work. It policy describes the categories of works subject to the policy and specifies the ownership and usage rights for each of those categories. This policy also describes when and how the ownership and usage rights applying to a particular work may be changed, typically by mutual agreement of the relevant parties.

Categories of Works
Several categories of Works that may be subject to Intellectual Property Rights are covered by this policy. “Works” refers to all designs, works of authorship, works of art, literary works, writings, student theses, inventions, software, discoveries, and other work products that may be subject to Intellectual Property Rights. The categories include the following:

- “Scholarly and Artistic Works”—Works created by faculty or students in the scope of their respective employment or student status at the College, including instructional materials produced by faculty for use in the course of classroom and studio activities, Works of art or scholarship produced by faculty or students in the course of classroom and studio activities, and other Works created using more than a minimal amount of CCS facilities or equipment.

- “Sponsored Works”—Works created by faculty or students with the sponsorship or special support of a Sponsor pursuant to a written sponsorship agreement.

- “Commissioned Works”—Works created by faculty or students at the specific request of CCS and not in the course of their individual scholarly, academic, and artistic pursuits,
including materials created for use in or as CCS publications and promotional materials, logos, graphic or other designs, commemorative items, and the like.

- “Administrative Works”—Works created by faculty in the course and scope of their employment other than Scholarly and Artistic Works, Sponsored Works, and Commissioned Works, including evaluations of student work, correspondence and memos, materials prepared in connection with work on CCS committees, materials created for use in CCS bulletins, brochures, and catalogs, and the like; and Works created by staff (including student employees) in the course and scope of their employment.

- “Non-Covered Works”—Works created by faculty, staff, or students outside the scope of their employment or student status at the College using minimal or no CCS facilities or equipment, without the sponsorship or support of a Sponsor, and not created at the request of CCS.

**General Rules on Intellectual Property Ownership and Usage**
The following explains who owns the intellectual property rights in the Works described above:

- Faculty own the IP Rights in their own Scholarly and Artistic Works.

- Students own the IP Rights in their own Scholarly and Artistic Works. However, in a case where the College provides resources in the development of a Work that go beyond what the College typically provides to students in their daily academic activities, the College may share in the ownership of the IP Rights in that Work.

- Ownership of IP Rights in Sponsored Works is determined by a written agreement between the College and the Sponsor. Sponsored Projects are accepted in CCS classes only when they provide educational value and are approved by the course instructor and department chair. In cases where the College agrees to transfer to or share with a Sponsor the ownership of the IP Rights in a Sponsored Work or Works produced by students, the College will inform students of this agreement prior to the commencement of the Sponsored Project and will obtain their informed consent to the terms of the agreement. If a student is unwilling to relinquish his/her IP Rights, the College will find an equivalent class in which the student can enroll. Students should never be coerced into taking a class with a Sponsored Project or relinquishing their IP Rights. Regardless of who owns the IP Rights in Sponsored Works, students must be permitted to include the Work products in their portfolios for purposes of self-promotion, subject to certain limitations in Sponsorship agreements, such as removing company logos.

- CCS owns all Intellectual Property Rights in all Commissioned Works and all Administrative Works.

- CCS does not claim any ownership or use rights in Non-Covered Works.
Use Rights
Although the IP Rights in a Work may be owned by an individual, a Sponsor, or the College under this policy, others may have the right to make use of that Work or the IP rights to it. These rights are called “Use Rights” and are as follows:

- Faculty and Students have the right to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, their own Works for noncommercial educational and scholarly purposes, as examples of their own work, and for purposes of exhibition.

- Faculty also have the right to make photographic or similar representational reproductions of their students’ Works; and to distribute, display, perform, and otherwise use those reproductions for noncommercial educational and scholarly purposes and as examples of their students’ work.

- CCS has the right to make, distribute, display, perform, and otherwise use photographic or similar representational reproductions of faculty and student Works for noncommercial purposes of education, scholarship, exhibition, accreditation, development, alumni relations, promotion, and the like; as examples of faculty and student work; and for inclusion in CCS’s permanent collection and archives.

- A Sponsor has the right to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, Works for commercial and non-commercial purposes pursuant to the terms of a written sponsorship agreement.

Modification of the General Rules With Respect to Particular Works
It is anticipated that members of the CCS community may on occasion wish to modify the General Rules of this Policy with respect to specific Works, particularly in cases involving Sponsored Works. Such modification is allowed if all of the parties having an ownership interest in the Work under the applicable General Rules agree in writing to the desired modification. The burden of seeking and obtaining such written agreement is on the party seeking the modification. If all of the parties having rights in the Work under the applicable General Rules are unable to reach a written agreement, then the allocation of ownership and usage rights in the Work provided by the relevant General Rule will remain in effect.

Patent Policy
In a case where the College shares in the ownership of the IP Rights in a student’s Work, the College may, from time to time, at its own initiative or upon request, elect to pursue the registration of a patent on the Work in one or more jurisdictions, and shall do so entirely at CCS’s cost; no creators of a Work shall be charged or assessed any fees or cost in connection with that registration. In furtherance of this policy, the creator(s) of the Work may be required to execute formal paperwork relating to the registration process, and CCS shall be responsible for the costs associated with execution. CCS will share with the creator(s) of the Work any monetary proceeds that are derived from the patented Work, according to an agreement that the College will reach with the creators, prior to filing the patent application. Any third parties interested in licensing a
Work for commercialization should consult the Senior Director for Corporate Relations in the Office of Institutional Advancement.

**Procedures**
This policy will be administered by the Office of the Provost. The Provost will establish procedures to be adopted by CCS to ensure compliance with this policy, including a procedure for considering in a timely manner any questions, objections, complaints, or other challenges arising from or relating to this policy. We welcome any questions or concerns that you may have concerning this policy or its application.

This policy is complete and effective as of the date set out above, and may be amended from time to time by the Provost in consultation with the faculty and with the approval of the President and Board of Trustees. This policy and all amendments thereto will be published on and made available through the CCS Blackboard website. Amendments will be effective as of their date of publication.
Appendix E
Department: _____________________________________________
Faculty: _______________________________________________
Contact Information: _____________________________________
Course # and Name: ______________________________________
Course Location: _________________________________________
(Full Semester Course must be scheduled in a particular shop through Colleague)
Semester: _______________________________________________
Academic Facility: Metalshop  Model shop  Wood shop  Digital Fabrication Lab

Project Description: (orthographic drawings will be required in the shop)

Projected Outcome:

Timeline to include specific dates and times necessary in the shop:

Faculty Training Needs:
(Must already have MSO)

Additional Assistance Needed (other than YOU the Faculty Member):

Material Requirements that need to be ordered: (if you do have material needs 1 month lead time is necessary at minimum)
Needs:
Estimates:
Approved Budget #___________________ & cost center ____________________________

No Personal Projects.
Please expand form as necessary.
Please note Academic Facilities Staff and Technicians are not responsible for teaching your students the necessary skills to complete their project. You are expected to be onsite during all scheduled class time.

Approval Signatures

________________________________________________________  ________________
Faculty                                                                 Date

________________________________________________________  ________________
Department Chair                                                  Date

________________________________________________________  ________________
Institutional Advancement                                        Date

________________________________________________________  ________________
Model Shop                                                        Date
Appendix F
CCS Model Shop  
Materials and Services Fall 2013  
Department Charge Form

<table>
<thead>
<tr>
<th>Description</th>
<th>Full Price</th>
<th>Half sheet</th>
<th>Qt.</th>
<th>Total Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet Birch, 1/2in C3, 4x8ft</td>
<td>$54.00</td>
<td>$27.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Cabinet Birch, 3/4in C2, 4x8ft</td>
<td>$72.00</td>
<td>$36.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Masonite, HI temp. 1/8, 4x8ft</td>
<td>$11.00</td>
<td>$5.50</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Masonite, HI temp. 1/4, 4x8ft</td>
<td>$16.00</td>
<td>$8.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Wood Stud, 2in x 4in x 8ft</td>
<td>$3.00</td>
<td>$1.50</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>MDF Standard, 1/2in, 4x8 ft</td>
<td>$21.50</td>
<td>$10.75</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>MDF Standard, 3/4in, 4x8 ft</td>
<td>$28.00</td>
<td>$14.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>20 lb. Brown Foam 4&quot;x20&quot;x80&quot;</td>
<td>$400.00</td>
<td>$200.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>20lb. Brown Foam 4&quot;x32&quot;x80&quot;</td>
<td>$640.00</td>
<td>$320.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>12lb. Brown Foam 4&quot;x20&quot;x80&quot;</td>
<td>$257.00</td>
<td>$128.50</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>6lb. Yellow Foam 6&quot;x24&quot;x96&quot;</td>
<td>$388.00</td>
<td>$194.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Blue foam 2&quot;x24&quot;x96&quot;</td>
<td>$24.00</td>
<td>$12.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Blem Epoxy per unit</td>
<td>$40.00</td>
<td>n/a</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Open Cell Armature Foam 10&quot;x24&quot;x108&quot;</td>
<td>$305.00</td>
<td>$152.50</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Scanning Target Charge Each</td>
<td>$0.10</td>
<td>n/a</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>CNC Machining Setup Charge</td>
<td>$50.00</td>
<td>n/a</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Laser Set Up</td>
<td>$10.00</td>
<td>n/a</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Laser Run Time Per Minute</td>
<td>$0.25</td>
<td>n/a</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Sub Total: $0.00  
NO TAX: $0.00  
Grand Total: $0.00

Faculty/Staff purchases

Date: _______________________________
Account to Charge: ___________________
Department Chair Approval: ___________________
Department Administrator Approval: ___________________
Institutional Advancement Approval: ___________________
Appendix G
Purchase Requests for Sponsored Research Projects – Signature and Approval Policy

2014/15 Procedure: 50 percent of sponsored project budgets are used to support project related expenses including scholarships. 50 percent of the revenue from the budgets is allocated to operating support (ex.: salaries, facilities, raises, etc.). Beginning in 2014-15, any department that is under budget for project related expenses will have the opportunity to designate 10% of the project revenue into a discretionary fund for the department.

Example: Under budget by $10,000, department will receive $1,000.

Department Chairs can use those funds for expenditures that support the advancement of their department. Anne Beck will approve the discretionary fund expenditures after the close of the 2014/15 fiscal year.

Procedure for Approvals:

- Department and IA develop project budget
- Budget and Agreement signed by both CCS and Sponsor
- Department Administrator completes Application Form for Purchases for project related purchases
- Department Administrator gets signature from Chair of the Department
- Department Administrator sends signed form (and additional written description if needed) to Director of Corporate Relations
- Within 2 weeks, Director of Corporate Relations gets approval from Provost (if applicable)
- Within 2 weeks, Director of Corporate Relations gets approval from VP for Institutional Advancement (if applicable)
- Once the form is approved by the Provost and Institutional Advancement, Department Administrator creates Payment Req. for signature by Vice President of Institutional Advancement or Provost (if needed)
- Director of Corporate Relations gets signature for Payment Req. from Vice President of Institutional Advancement (within the same two weeks)
- Within same two weeks, signature of CFO (if needed)
2014/15 Corporate Sponsored Research Project Application Form for Project Purchases

2014/15 Procedure: 50 percent of sponsored project budgets are used to support project related expenses including scholarships. 50 percent of the revenue from the budgets is allocated to operating support (ex.: salaries, facilities, raises, etc.). Beginning in 2014-15, any department that is under budget for project related expenses will have the opportunity to designate 10% of the project revenue into a discretionary fund for the department.

Department Chairs can use those funds for expenditures that support the advancement of their department. Anne Beck will approve the discretionary fund expenditures after the close of the 2014/15 fiscal year.

Date: ________________________________

Department Name: ________________________________

Semester: ________________________________

Project: ________________________________

Instructor: ________________________________

Supplies or Services Requested:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

*Attach additional information to form if needed that includes a written description of the requests including how it will benefit the education experiences of the students and the sponsored research project.

Department Chair Approval ________________________________

Provost Office Approval ________________________________

Institutional Advancement Approval ________________________________

VP for Administration & Finance (if applicable) ________________________________

Examples of Supplies or Services that need to be approved:

- Hardware Requests including computers, iPads, iPod Touches, video game systems, projectors, printers, monitors, (and related materials to support the above hardware)
- Software Requests needs to be approved. **Please also see new Technology Policy for more information
- Furniture Requests including file cabinets, rolling Gladiator cabinets, tables, chairs, paint, cook shelves, rolling boards (*These requests will also need to be approved by the Director of Facilities)
- Books and Subscriptions
- Travel request for student trips including conference, project related events, field trips

Requests that will be denied:

- TA support/Work Study
- Administrative Support – (goods/services not directly related to the project)
- Requests that should be included in capital budget request for the fiscal year
- Items that are not directly related to the sponsored research project
Appendix H
Academic Facilities

Nikki Barbour, Director of Academic Facilities 313. 664. 7485
Metalshop & Foundry Manager  nbarbour@collegeforcreativestudies.edu

Adam Shirley, Metalshop Technician 313. 664. 7693
ashirley@collegeforcreativestudies.edu

John Rizzo, Wood shop Manager 313. 664. 7682
jrizzo@collegecreativestudies.edu

William Tyrrell, Wood shop Technician 313. 664. 7682
mbierl@collegeforcreativestudies.edu

Neal Sackey, Model shop & Digital Fabrication Lab Manager 313. 664. 1607
nsackey@collegeforcreativestudies.edu

Steve Guerra, Model shop & Digital Fabrication Lab Technician 313. 664. 1608
sguerra@collegeforcreativestudies.edu

Academic Facilities currently includes the Metalshop & Foundry, Model shop & Digital Fabrication Lab (CNC / rapid prototyping, laser cutting and scanning), and the Wood shop. These are a group of individually budgeted & managed shops or departments that operate under the academic facilities umbrella and the Director reports to the Provost of the College. The shop managers meet on a bi-weekly basis and there is a lateral reporting structure for the Technical staff of the department of Crafts and Foundations.

Academic facilities maintain consistent open shop hours to facilitate the needs of the student’s faculty & staff. These hours are posted at the beginning of each semester and are aligned with the building hours posted by Campus Safety.

Currently the educational structure for students to be able to work in the shops is to take Foundations course 3D Design Techniques. If students pass with a C/2.0 or better they are allowed access to the shops during their tenure at the college. This is also entry-level access and does not mean they can use every tool in the shop. We understand this is not a perfect system; there are problems and curricular issues involved in which we are working together to resolve.

- The digital fabrication lab, foundry, metalshop, model shop, and wood shop are not instructional facilities. All faculty are responsible for teaching their students the tools and techniques they expect their students to use in the construction of finished projects.

- Faculty must notify the shop managers if they wish to instruct their classes in the shop at the beginning of the semester. An Academic Project form is required with a copy of your syllabus, a complete timeline and support materials. These forms are necessary for any class project that needs to utilize the shop and will help us to schedule and communicate more effectively. These documents need to be turned in to your Department Chair and to the appropriate
Academic Facility Manager at the same time syllabi are due. The reason for this is three-fold;

1. Time lines & appointments let the shop be better prepared for your class and identify potential overload. There are usually 12+ classes that are scheduled in the shops as a classroom and have priority.
2. Identify potential training, supplies, equipment, staff & budget needs.
3. Faculty Training. Because faculty understand how to use the shop equipment does not mean they are teaching consistent and proper safety techniques to students or know the limitations and requirements of our individual facilities.

- Classes that wish to be held in the classroom within the metalshop or wood shop for the entire semester need to be scheduled appropriately through Colleague.
- If faculty are not capable to teach the techniques needed to complete an assigned project the project should be modified to accommodate the skills of the instructor, or the instructor should give themselves ample time to learn the skills they wish to pass on to the student.
- Shop technicians and work-study are not necessarily qualified to teach faculty and students how to use equipment. Nor are they allowed to complete work for students or faculty during working hours.
- **Mandatory Safety Orientation** for each individual shop area is required for all faculty and staff of the college that would like to use the shops in their course curriculum or would just like to utilize the shops. There is at least one orientation session at the beginning of each semester. Contact the appropriate shop manager for scheduling.
- **Forms are required for:** Academic projects, Individual projects, & Independent student projects. **Hold Harmless Waivers** are required for any visiting artist or any one that is going to be in the shop working in any capacity that is not enrolled or in the college payroll system as they are not covered by any liability insurance.

Thank you in advance for your cooperation and we look forward to working with you!
Appendix I
Technology Purchases through Corporate Sponsored Research Project Funds: What you need to know

To purchase technology with Corporate Sponsored Research project funds, a full proposal needs to be provided to Institutional Advancement for approval (please see Purchase Request Form). Your proposal should include information detailing how the technology is necessary to the project and how students will be using the technology. In addition, the proposal should include the full specifications for the technology that you are requesting, along with a preliminary price quote.

The Dean and Institutional Advancement team will review your request, and if approved for further consideration, it will be forwarded to Academic Technologies for their input regarding any potential concerns such as space, power, or network incompatibility. Once this is completed, Academic Technologies will obtain a final price quote and place the order. Equipment will be delivered to Academic Technologies where a CCS inventory tag will be affixed to the device and any set up will be completed before being delivered to the department.

Once tagged, the equipment is considered a part of the College’s inventory. At the conclusion of the project, the equipment will be turned in to Academic Technologies for use by the College. Requests/proposals to keep the equipment in the department need to be made to the Dean and Institutional Advancement and show a compelling need for the department to retain management of the equipment. Technology purchased through a sponsored project will not become part of any regular rotation or replacement process. This means that when/if equipment becomes outdated or out of warranty or if it reaches the end of its lifespan, it will not automatically be considered for replacement. If there is a request to replace such equipment, it will need to go through the regular annual budget request process to have it considered for purchase.
Appendix J
Final Deliverables: 14 students will create a full 1/5 scale model, sketchbook, 2D renderings, and a board; the 15th student will create an interior focused project with sketchbook, 2D renderings, and a board.
Appendix K
## Project Change Authorization

<table>
<thead>
<tr>
<th>Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Representative(s)</td>
<td></td>
</tr>
<tr>
<td>Representative Contact Information</td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td></td>
</tr>
<tr>
<td>Class Number and Name</td>
<td></td>
</tr>
<tr>
<td>Class Schedule</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>Instructor Contact Information</td>
<td></td>
</tr>
</tbody>
</table>

### Project Name

### Summary of Proposed Changes

### Revised Deliverables (if applicable)

### Estimated Schedule Changes

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8</td>
</tr>
<tr>
<td>[Date(s)]</td>
<td>Week 9</td>
</tr>
<tr>
<td>[Date(s)]</td>
<td></td>
</tr>
<tr>
<td>[Date(s)]</td>
<td></td>
</tr>
</tbody>
</table>
Week 10
[Date(s)]
Week 11
[Date(s)]
Week 12
[Date(s)]
Week 13
[Date(s)]
Week 14
[Date(s)]
Week 15

Dates beyond the end of the semester

* Client contact points

Effect of Changes on Student Learning Outcomes

Cost of Change

<table>
<thead>
<tr>
<th>Initial Project Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost for Changes (materials, man hours, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Revised Project Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

Please note: Client driven changes to design or deadlines beyond week 8 have serious impact on both student learning outcomes and the project budget. Written approval from CCS and the client will be necessary for any changes made after week 8.

Approval Signatures

__________________________________________________  _________________________
Client Representative                                   Date
Appendix L
Student Name: __________________________________________

Name of Class: ___________________________  Instructor: ___________________________

Field Trip Destination: __________________________________________________________

On Date: ___________________________  Time: ___________________________  Time To: ___________________________

Method of Transportation: __________________________________________________________

In accordance with the College for Creative Studies Policy, appropriate safety precautions have been explained to the participants and will be adhered to while on this field trip. Field trips sponsored by the College for Creative Studies are for currently enrolled CCS students only.

______________________________________________________________

Emergency Contact

Name: ___________________________  Relationship: ___________________________

Phone #: ___________________________

In consideration of my enrollment as a student in a class involving a field or study trip as specified below; as a condition of being allowed to participate in said field trip or study trip and for other valuable considerations, receipt of which is hereby acknowledged, I do hereby for myself and my dependents, my heirs, my executors, administrators, agents and assigns, agree to waive, hold harmless, indemnify convenient not to sue, release and forever discharge the College for Creative Studies and its Board of Trustees and officers, employees, member, agents, successors, and assigns the College for Creative Studies (hereafter referred to as “Releasees”), for and from any and all responsibility, liability, and causes of action suits, damages, demands, and claims, whatsoever which I or those claiming under may have, suffer, or incur now or in the future resulting from or arising out of participation in said field trip and any direct or indirect event and occurrences in connection therewith occurring before, during and/or after said trip, including, but not limited to claims for death, personal injury, property damage, or loss whether arising out of alleged strict liability, negligence of Releasees otherwise.

I further agree to indemnify and hold harmless said Releasees of and from all liabilities described above, arising out of or connected with participation in said field trip(s), including any claims of third persons relating to the matters, whether by subrogation or otherwise.

Signature_________________________________________ Date____________________

(Student)

Any CCS student under the age of 18 years participating in a field trip must have a parent or guardians signature.

Signature_________________________________________ Date____________________

(Parent or Guardian)
Appendix M
College for Creative Studies

Travel & Expense Report

Person Preparing Form ______________________________
Make Check Payable To ______________________________
Department ______________________________ Date ________________

Special Instructions

__________ Please Mail ____________ Leave at Cashiers Window for Pick-Up ____________ Direct Deposit On File

**If reimbursement amount is under $60 you may receive petty cash**

(Please call the Cashier if you would like to sign up for Direct Deposit)

Please attach all original receipts

<table>
<thead>
<tr>
<th>Date</th>
<th>Car Rental</th>
<th>Parking - Tolls</th>
<th>Taxi - Limo</th>
<th>Mileage</th>
<th>Air - Rail</th>
<th>Hotel</th>
<th>Tips</th>
<th>Food</th>
<th>Other</th>
<th>Daily Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Account Number to Charge Expenses: ______________________________

Purpose of Travel: ______________________________

______________________________________________
Signature of Person Receiving Reimbursement

Supervisor Signature (Required)

President/Vice-President (if over $1000.00)

Note: You may not approve your own expense report.

Business Office Use Only
Voucher/JE Number __________________
Date __________________
Processed by __________________

Page 1 Form updated as of May 2, 2014 - please discontinue use of older forms.