Faculty Agreement

The successful completion of a UTDesign Project implies an enjoyable and successful learning experience for the students. Appropriate friendly guidance by the faculty advisor is critical to this success.

Faculty advisors have the following responsibilities:

1. **Understand their role.** Be familiar with the document, “UTDesign Faculty Advisor Guidelines.”

2. **Legal:**
   a. Faculty advisors must sign and abide by the requirements of the NDA agreement by not discussing any part of their project with others outside their UTDesign student team and corporate mentor(s).
   b. Advisors are in an advisory capacity and must agree to not contribute to the development of intellectual property. They are encouraged to advise and direct the students to publicly available information and resources but will not assist in developing or inventing new ideas or technology.
   c. Advisors understand that they serve as an instructor and advisor to ensure the students are meeting academic requirements, making good progress on their project, and aware of publicly available information pertinent to their project. The technical leadership role, specifically IP development mentoring, will come from the corporate mentor.

3. **Project Management:**
   a. The faculty advisory should facilitate a fast and strong project start by: 1) ensuring students meet together with the corporate mentor and faculty advisor to analyze the proposed requirements and specifications of the project; 2) assisting students as they quickly create a proposed project specification, which state goals they intend to achieve, milestones, and a list of intended deliverables; 3) advising the students as they negotiate and finalize this specification with the company.
   b. Students must work hard toward meeting the project specification and providing all agreed deliverables to the company at an agreed date at the end of the project semester. While faculty advisors must not contribute any IP to the project, they must provide leadership by encouraging and advising their student team during this process.
   c. Students must meet regularly with the company mentor, keeping records of the dates and any action items for each meeting. Faculty advisors should be present at a majority of the meetings with the corporate mentor(s) and manage the student team to success.
   d. Faculty advisors should be aware of and advise when uneven levels of contribution by team members exist. Every member of a project team is expected to exhibit leadership qualities. These qualities include weekly planning, keeping everyone involved and busy, encouraging each other, listening carefully to questions, ideas, and concerns of other team members, and planning to avoid long periods when a small fraction of the team is on the critical path and others are idle. The faculty advisor should play an active role in helping the students organize their workflow and set short-term goals. Poor leadership leads to dissatisfaction of team members, serious disagreements, dropouts of team members, delays, and eventual failure or lack of completeness of the deliverables. The faculty advisor should supervise peer reviews as needed during one-on-one meetings with students, survey instruments, or a group meeting. Since advisors will eventually determine individual student grades, these reviews can be considered part of the normal assessment process.

4. **Software and hardware purchases:** Faculty advisors should ensure timely purchase and delivery of all resources required for completion of the project.

Your signature below indicates that you have read this document, agree to not contribute to the development of intellectual property, and will do your best to take the other responsibilities seriously.

______________________________________________________   ___________________________
Faculty Advisor Signature   Date