\_\_\_\_\_\_\_\_\_, 20\_\_

*Sponsor name*

*Attn:*

*Address:*

*Phone:*

*Email:*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The College of (*name of College)*  at Texas A&M University thanks you for your willingness to sponsor a capstone course project for \_\_\_\_\_\_\_\_\_\_\_\_ (*course number) \_\_\_\_\_\_\_\_\_\_.* The capstone project is intended to provide students in the Department of  *(department name)*  with real-world experience and to provide you, as the sponsor, with the opportunity to work with the students, develop relationships with students and faculty and benefit from the students’ intellectual work.

As the sponsor, you will work with the students and the capstone course instructor,  *(course instructor name)*  to develop the research project for the capstone. The goals of this project include: \_\_\_\_\_\_\_ *(insert goals of project ) .* We encourage you to be in contact with the students over the course of the Project to refine the project and provide feedback. The students will provide you with an oral briefing (at your site, if possible), which may include a presentation and/or written report at the end of the semester, as agreed upon at the beginning of the Project.

Texas A&M will not claim ownership or any rights to the results of the Project. For avoidance of doubt, Texas A&M hereby quitclaims any rights it may have to any such results, other than Texas A&M’s right to use such results to evaluate student performance in the course and for other educational purposes, to the appropriate student inventor(s) or author(s). Texas A&M has no authority to make legal commitments on behalf of its students or to assign any student-owned intellectual property rights.

Your signature on this letter acknowledges that the capstone project is educational in nature and intended to facilitate student learning; that students may make mistakes as a natural, expected and appropriate aspect of the educational process; and that the results you receive have not been subject to peer review or independent verification of results.

Capstone projects are open-source, and, as such, no export-controlled or confidential information may be used in the project. You acknowledge that students participating in the capstone may include foreign nationals.

The capstone project will run from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, coterminous with the Texas A&M \_\_\_\_\_\_\_\_\_\_ semester(s). The capstone course instructor and students will be in communication with you prior to the beginning of the semester to further define the topic for the capstone project.

By signing this letter agreement you certify that no person participating in the project on your behalf is a Restricted Party as listed on the Denied Persons List, Entity List, and Unverified List (Department of Commerce), the Debarred Parties Lists (Department of State), the Specially Designated Nationals and Blocked Persons List (Department of Treasury) or any similar governmental lists. Texas A&M may be prohibited by law from engaging in business transactions with individuals or entities on these lists or may require a license from an agency of the U.S. government for exporting.

*The following paragraph should be included for funded agreements only (please delete if not applicable):*

You agree to provide $\_\_(Project funding amount)\_\_\_\_\_\_\_\_ to help defray the expenses of the capstone, to be paid upon execution of this agreement and receipt of an invoice. The invoice will be sent to the address listed above unless other arrangements have been made with the department.

We appreciate your willingness to sponsor one of the TAMU capstone courses. If you have any questions about the specifics of your capstone project, please do not hesitate to be in touch with the capstone course instructor. Administrative questions regarding the project may be addressed to Katherine V. Kissmann (phone: 979-458-8176, email: kkissmann@tamu.edu).

Yours sincerely,

By:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: Department Head

(*name of department)*

Texas A&M University

Signature below signifies acceptance of the above terms of the capstone sponsorship agreement by the sponsor.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: A copy of the fully executed agreement must be sent to negotiations@tamu.edu.***