Dear Potential Capstone Sponsor,

It gives me a great pleasure to invite you to apply to NJIT’s YWCC capstone program of **Spring 2018** and submit a project proposal. This semester we have a large Computer Science, Information Systems and Information Technology senior project capstone class plus masters students in computer science and potential access to students in architecture, industrial design, communication and beyond.

Our capstone program offers a very cost-effective solution for your business with a high return on your investment by using the help of driven, talented and well-trained CS, IS and IT senior students from NJIT to work on your project(s) as focused- teams of consultants with carefully selected leaders and mentors and a SCRUM-driven continuous process improvement strategy on biweekly basis managed by course instructor and our executive team. Now with the new addition of the graduate students’ class to the capstone program, you will have access to additional resources with advanced skills.

Our students-centered capstone program at NJIT is an exceptional educational experience designed to empower students and mirror their passions and interests via real world project-based learning and hands-on training. This has resulted in outstanding accomplishments in the vast majority of more than 1250 industry-sponsored projects our teams have carried out over the past 15 years not to mention national and state-wide recognition and numerous awards. Our teams can tackle projects in a very broad array of application domains from network engineering to software engineering and much more. The capstone program is very selective in accepting projects and deciding to work with potential sponsoring organizations based on composite criteria, students’ votes and interests.

**We are pleased to share some very exciting news with you. The Ying Wu College of Computing (YWCC) at NJIT recently launched an Industrial Affiliates Program designed to bring more focus to our students’ and your company’s academic and professional development needs. Specifically, our Industrial Affiliates Program consists of an array of activities and opportunities that bridge traditional boundaries between academia and industry to form mutually beneficial relationships. The Capstone Program that you know and love is just one of these many activities. Attached is the Industrial Affiliates Program flyer. Please contact Dina Anello, our Director of External Relations, for enrollment or if you have any questions about our industrial affiliate program. She will be in touch with you soon.**

**I have attached our capstone sponsors guidelines for Spring 2018 as a PPT file for your reference. This should give you a complete picture of what to expect and what is expected from you.**

If you wish to participate in **Spring 2018 capstone program** as a sponsor, please submit your project proposal online at the following link no later than **Friday Jan 5th, 8th, 2018 (4PM). However, the earlier you submit your proposal the better your chances are to have proposal considered due to limited capacity.**

**<http://fs7.formsite.com/eljabiri2/CCS_Capstone_Proposal/>**

You can expect our decision within a week max of the deadline above. Early submission may receive special consideration for earlier approvals. We will notify you immediately once our advisory team approves your proposal. Even though we have now a larger capacity than any time in the past few years, we receive a large number of projects that usually exceed our capacity. This is, of course, after meeting our criteria first.

Please note that if your project was approved, you must present the project to our students on-campus (at the Open House) and meet with them to select your team at our **Sponsors Open House** on **Saturday Feb 3rd, 2018 from 12-5PM at NJIT’s Campus Center Atrium. Unfortunately, sponsors who don’t attend this open house, would normally have their projects cancelled automatically.**

You also need to fax your signed/dated capstone acknowledgment agreement (attached here) to Fax: (866) 605-9416 **on the same day of submitting your proposal**.

Finally, all sponsors are expected to make the required minimum contribution after receiving the email approval to NJIT Foundation (Capstone Program account index # 200094), which is tax exempt, but no later than **Friday Jan 19th, 2018 (by 4PM).** Projects without the required minimum contribution are cancelled automatically and will not be part of the open house. The amount of this contribution is $2000 per a standard 4-people team $1500 per a medium size 3-people team and $1000 per a small 2-people team for small projects. **Please be advised that sponsor contribution is not a fee for service but rather a shared responsibility of capstone expenses among all sponsors.** These expenses are 100% students-driven which includes students meals, cash prizes, events resources, prints, external training needs, supplies, extended programs, etc. If your project was not selected for any reason at the open house, your contribution will be refunded upon your request. **Instructions for making this contribution are attached to this email. Online payments are preferred but you can also send a check to the above address.**

*I have also attached a copy of our NJIT NDA that we require from all our students to sign to protect all parties involved for your reference to view. While the vast majority of our capstone sponsors consider this NDA totally sufficient, very few may suggest an alternative NDA, which is not generally recommended. If absolutely necessary, you MUST make this request when you submit your proposal separately with your proposed changes or alternative NDA. We can’t guarantee that NJIT will approve your request. If you don’t make such a request on time, we will assume that you accept NJIT’s provided NDA to protect your IP. A delayed request may cancel your project proposal automatically since it will overlap with the actual semester timeframe and delay our students. We can’t, however, allow our students to sign any alternative NDA unless it is approved by our NJIT legal advisors.*

Thank you in advance for your anticipated proposal, your partnership and support to our students and the capstone program. We look forward to hearing from you and meeting you soon!

Kindest regards,