Project Sponsor Mentor Duties and Responsibilities

Important Dates to Remember:
- August 21st: Fall semester start.
- September 8th: Student site visit and project kick off completed.
- October 14th: Design Review Panel #1 completed.
- November 18th: Design Review Panel #2 completed.
- December 15th: Student mid-year report delivered to sponsor.
- December 15th - January 15th: Student Winter Break.
- January 5th: Sponsor feedback obtained on mid-year report.
- February 17th: Design Review Panel #3 completed.
- March 24th: Design Review Panel #4 completed.
- April 27th: Senior Design Luncheon and Expo (Mentor attendance expected).
- May 11th: Final Report delivered and project materials returned to sponsor.

Duties and Responsibilities:
- The designated Mentor from the company should be available for 1 to 2 hours per week for feedback (email, phone, and/or video conferencing). Sponsor should provide video conferencing information for student team.

- Conduct a minimum of two visits to Bucknell, if possible, to meet with the design team for presentations, collaboration, and feedback.
  - At least one meeting for panel presentations when deemed appropriate.
  - Attend the Senior Design Luncheon and Expo. Mentor attendance is expected this day.

- Coordinate site visits by faculty and design team members, up to two times per semester (if possible).
  - One visit at the beginning of the semester for project kickoff meeting.
  - One additional visit for design team presentation (end of the school year).

- Liaise between students and sponsor’s legal department for approval of:
  - Information to be displayed and shared during Senior Design Expo (within NDA area) within a week prior to the Expo date.
  - End of semester report out.
  - Design Review Panels.
  - Use of logos.

- Responsible for sending project-related resources to Bucknell when applicable

- Provide acceptable method of electronic file transfer if Google Drive is not acceptable

**Please Note: If desired, you can work with our office to schedule further engagement with students (both inside and outside of Senior Design) for information sessions, recruitment, etc.