

University of Minnesota – Office for Business & Community Economic Development
Management Assistance Program (MAP) for Small Business
Expectations of Students

You have agreed to participate in the Management Assistance Program (MAP) for Small Business sponsored by the Office for Business & Community Economic Development at the University of Minnesota.

By participating in the program, we ask that you agree to the following:

- Following the initial meeting(s) with the business, provide the business representative and the Office for Business & Community Economic Development with an Engagement Letter and Work Plan outlining the details, timeframe and outcome of the project.
- Contact the business and the Office for Business & Community Economic Development with the project status every two weeks.
- Spend approximately 50-60 hours on the project.
- Make all attempts to complete the project by the end of the semester.
- Be on time for all meetings with the business.
- Return all e-mail messages or phone calls from the Office for Business & Community Economic Development and the business within two (2) days.
- Ask specific questions of the business representative to make sure you are on track with expectations and the Work Plan.
- Contact the Office for Business & Community Economic Development if you have any concerns or have trouble connecting with the business or other team members.
- Contact the business and the Office for Business & Community Economic Development if you are behind schedule or have something come up (i.e. travel, illness, school/work priorities, etc.)
- Submit a Project Summary Report, PowerPoint presentation and associated documents to the Office for Business & Community Economic Development and the business at the completion of the project.
- Offer to have a final meeting or presentation with the business representative and the Office for Business & Community Economic Development to answer any questions and to present the project ending report.
- Complete Project Evaluation form at the conclusion of the project.
- Follow procedures provided by the Office for Business & Community Economic Development to complete University payroll paperwork.
- Hold all information supplied to you by the business in the strictest confidence.

Student printed name

Student signature

Date