

**University of Minnesota – Office for Business & Community Economic Development
Management & Technical Assistance Program (MTAP) for Nonprofits
Expectations of Students**

You have agreed to participate in the Management & Technical Assistance Program (MTAP) for Nonprofits 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 nonprofit, provide the nonprofit 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 nonprofit 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 nonprofit.
- Return all e-mail messages or phone calls from the Office for Business & Community Economic Development and the nonprofit within two (2) days.
- Ask specific questions of the nonprofit 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 nonprofit or other team members.
- Contact the nonprofit 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 nonprofit at the completion of the project.
- Offer to have a final meeting or presentation with the nonprofit 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 nonprofit in the strictest confidence.

Student printed name

Student signature

Date