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**STUDENT-FACULTY AGREEMENT**

***Student Engagement in Faculty Enterprises***

This Agreement and the guidelines within it are intended to permit thoughtful and productive engagement of students in faculty enterprises, including startup companies and consulting activities, while protecting the academic interests of such students.

As part of Northwestern’s commitment to the academic pursuits and integrity of its students, the Dean’s office requires advance notice and approval of student engagement in faculty enterprises through receipt and signature of this Agreement. The Dean’s office will also query students engaged in activities such as those covered under this Agreement on an annual basis for the duration of the work to ensure that they are engaged voluntarily in meaningful work that does not interfere with their academic progress.

*(Faculty member name)* wishes to engage *(student name)* in the following activity:

*(Please provide 25-50 word description)*

During the period from: *(start date, month, and year* to *end date, month, and year)*

Both student and faculty member understand and agree that:

1. Students always have the voluntary choice of whether or not to participate in faculty enterprise activities.  Coercion in any form by faculty is strictly forbidden.
2. The work assigned to the student should promote education and professional growth.
3. The work of the student must not interfere with his/her academic progress. Publications should never be restricted, and a graduation date should never be delayed because of faculty enterprise or consulting activities.
4. The magnitude of student work in a faculty enterprise should be kept to a reasonable level. Specifically, subject to the general limitations specified in item 3, activities should involve no more than one workday per week.
5. If during the engagement the student finds the enterprise work to be in conflict with academic progress, he/she has the right to cancel the arrangement with reasonable notice to the faculty member (e.g., two weeks).
6. A faculty member supervising the thesis work of a student concurrently involved in that faculty member’s outside enterprise cannot have sole signature authority on the student's thesis during the period of the student’s outside engagement. An additional and disinterested faculty member must be assigned as co-signer. Similarly, if the faculty member has a supervisory role in a class taken by a student concurrently involved in that faculty member’s outside enterprise, the faculty member must remove himself/herself from grading the student, thus avoiding potential conflicts of interest in the evaluation of the student's performance.
7. Students funded on federal grants must deliver the work effort for which they are paid, and faculty enterprise activities may not displace grant-supported work. Effort reporting procedures must assure this.
8. Where possible and reasonable, students should receive professional credit for their work, and they should, where possible, have some contact with the client and investors to facilitate their professional growth.
9. Faculty must disclose consulting and enterprise activities as required on conflict of interest disclosures, and student engagement in these activities should be explicitly reported. Students subject to University conflict of interest disclosure requirements must also disclose their activity in faculty consulting and enterprise activities.
10. The Dean’s office will maintain copies of signed *Student-Faculty Agreements* and a list of students involved in faculty enterprises, and will query these students on an annual basis for the duration of the work to ensure that students are engaged voluntarily in meaningful work that does not interfere with their academic progress.

Students have the right to file a complaint with their Dean’s office if they feel that any of the guidelines outlined in this Agreement are not being followed. The Dean’s office will review the matter and may seek adjustments in arrangements where necessary or terminate the activity and arrangement. In such circumstances, the Dean’s office will inform the student and faculty member that retaliation of any kind is against Northwestern University policy and is strictly prohibited.

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Student Signature and Date

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Faculty Signature and Date

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Dean’s Office Signature and Date