



## Spring 2016 Overview

### What is the E-Clinic?

The E-Clinic at Suffolk University is the intersection between academic disciplines and the Boston entrepreneurial community. The E-Clinic is housed and administered by Suffolk University's Center for Entrepreneurship on One Beacon Street. The clinic leverages the knowledge and passion of undergraduate entrepreneurship majors and other disciplines to assist small businesses and startups accomplish various objectives including: new opportunities, growth, product development, social media, design, strategic planning, training, etc.

### Where is the E-Clinic?

The E-Clinic is housed in the Center for Entrepreneurship at OneBeacon. The E-Clinic shares space with the Center's Prototyping E-Lab to provide additional resources that may be used in the area of new product development and business opportunities.

### What are the E-Clinic's Hours?

The E-Clinic is open concurrently with the entrepreneurship capstone academic schedule. For the Spring 2016 semester, the E-Clinic will be open on Mondays and Wednesdays from 10 a.m. to 2:15 p.m., depending on the client project schedule. E-Clinic hours will be posted on the clinic's page on the [enterpreneurship.suffolk.edu](http://enterpreneurship.suffolk.edu) microsite.

The schedule for the 2016 is as follows (subject to change without notice):

	Application Deadline	Semester Starts/End	Day(s)	Time(s)	Location
Spring 2016	1/22/16	1/20/16 – 5/2/16	Mondays & Wednesdays	10:00 a.m. to 2:15 p.m.	Beacon 101, 102, 105
Summer 2016	5/9/16	5/23/16 – 7/28/16	Mondays & Wednesdays	5:30 p.m. to 8:10 p.m.	Beacon 101, 102 and 105
Fall 2016	8/16/16	8/30/16 – 12/13/16	Mondays & Wednesdays	1:40 p.m. to 2:55 p.m.	Beacon 102, 103, 105

## **How are Clients Selected for the E-Clinic?**

Boston-area startups and small businesses are welcome to apply. Clients are selected based on the industry, size and complexity of each project that is feasible within the semester's capacity. We also look for clients who will be actively engaged throughout the semester, as their project warrants. Continued projects are given priority each semester up to one year in the clinic.

## **How Many Project Proposals Are Accepted Each Semester?**

Based on projected enrollment, the we anticipate the accepting the following number of project proposals will be accepted:

Spring 2016	16-18
Summer 2016	2-3
Fall 2016	6-8

We prefer clients who apply for multiple projects in a given semester.

## **What Other Clinic Resources Are Available?**

This depends on the semester. From time to time, the entrepreneurship program partners with other schools within Suffolk University to create an interdisciplinary academic and experiential opportunity, as well as provide participating clients additional resources. For example, for the Spring 2016 semester, the New England School of Art and Design's (NESAD) graphic design program will work with entrepreneurship majors to add creativity to projects depending on client need during the 10:00 a.m. – 12:45 p.m. sections. There are no guarantees that these opportunities will be available for your project. We will let you know at the start of your project if there are additional resources.

## **What are the Costs to E-Clinic Clients?**

Services are provided pro bono by students as part of their undergraduate academic degree. The Director of Entrepreneurship Programs, who leads the E-Clinic, in addition to serving as the instructor for the related academic courses is also pro bono. Any fees, such as use of 3-D technology, third-party professionals, reproduction of design work, etc. are the responsibility of the client (we will provide you with an E-Clinic Use agreement prior to incurring any billable costs). Donations to the Center for Entrepreneurship are always appreciated.

Pro bono services around design (product, graphic, other creative, etc.), where the client understands that the student-designer will create, concepts, ideas, or designs as part of a presentations and prototype/sample deliverables. However, digital files, reproduction, etc. would be considered a fee-based engagement between the client and the student-designer if mutually agreeable.

## **What is the Typical Project Life Cycle and Schedule?**

<b>Stage</b>	<b>Spring/Fall Semesters</b>	<b>Summer Semester</b>
Applications of Project Proposals	Before Start of Semester	Before Start of Semester
Acceptance of Project Proposals	Before Start of Semester	Before Start of Semester
Designing Stage	Weeks 1-3	Weeks 1-2
Planning Stage	Weeks 4-5	Weeks 3-4
Executing Stage	Weeks 6-13	Weeks 5-9
Closing Stage	Weeks 14-15	Week 10

## **How are Projects Maintained?**

Projects are maintained at the E-Clinic level within the Center for Entrepreneurship using Wrike® project management software (<https://www.wrike.com/>). To help communicate the status of each project to clients and teams, as well as efficiently expedite repeat clients, we entered into a partnership with Wrike® and using their platform.

## **How are Teams Created and Assigned to Projects?**

During the first 2-3 classes, students will undergo a series of activities and assignments to assess their level of interest, ability, leadership, and work ethic. Based on these results, the instructor creates the project teams, appoints the project managers, and assigns the client. There are evaluation tools that are used to allow for continuous evaluation of individual and team performance.

## **Intellectual Property and Confidential Information:**

Students, faculty and employees of Suffolk University do not sign non-disclosure or confidentiality agreements as part of this engagement. Therefore, it is the client's responsibility to protect its intellectual property and confidential information.