

REQUEST FOR PROPOSALS  
Service Learning Partnership, Simmons College  
Course Name  
Academic Term (**Dates**)

THE COURSE:  
(SAMPLE)

Do you have an organization-based project that needs to be researched, analyzed, and for which you need recommendations? If yes, how might a group of three or four senior-level Simmons management students who have honed their skills through multiple projects, help your agency?

The Senior Capstone course, *Leadership and Organizational Change* will be offered in the spring of 2017. A major focus of this course is a team project that requires students to conceptualize, research, and present their findings and recommendations to members of the Simmons community and other relevant audiences. Small consulting teams of three or four students will be placed in not-for-profit organizations in the Boston area to address organizational change needs of the organization.

THE PARTNERSHIP:

We are looking for nonprofit organizations that are interested in having a group of students work on organizational change challenges of your agency. Students in the course are seniors at Simmons College and have experience in a variety of different skill sets, including:

- Writing well crafted reports.
- Conducting library research.
- Conducting interviews or focus groups and analyzing that data.
- Developing and conducting surveys.
- Facilitating and creating presentations.
- Videography.
- Developing online e-portfolios using platforms such as Wix & Weebly

As part of a successful service learning partnership, it is important that projects are specific, measurable, attainable, realistic and timely. Student projects should take between 40 - 50 hours to complete and will run between the end of January to the end of April.

Some examples of successful project examples include, but are not limited to:

- Developing an assessment and recommendations for creating client friendly space.
- Analyzing potential opportunities for organizational expansion and growth.
- Creating a plan for the strategic engagement of members.

Participating organizations will need to provide students with access to existing research, materials, and other items relevant to the project. Community partners are responsible for identifying an effective project and the staff/or liaison for students to communicate with.

Liaisons should be available to come to the class meeting on January 26<sup>th</sup> between 3pm and 5:50pm and occasionally meet with students by phone or in person during their class hours on Thursdays from 5pm – 5:50pm (if necessary) as well as be available by phone or email to answer any additional questions student groups may have.

The end products developed by the teams will be financed by the organization. In addition,

community partners and/or their liaison are invited to attend the Undergraduate Symposium for the final presentations on April 25<sup>th</sup>, 2017. Details will be sent by the beginning of April.

Please return the completed form to the Assistant Director of Service Learning by December 15<sup>th</sup> for your project to be considered for the course.

MGMT 395 – Senior Capstone course, *Leadership and Organizational Change*

Contact Information

Community Organization:		
Organization Address:		
Phone:	Fax:	
City:	State:	Zip:
Primary Contact:		
Primary Contact Title:		
Email:		
Secondary Contact:		
Email:		

Project Information

Please answer the following questions. If needed, a separate form may be attached.

1. Briefly state your organization's mission.
2. Describe the potential service project.
3. What goals do you hope to accomplish through this project?
4. How does this project fit with the future goals and objectives of your organization?
5. What resources/capacity to implement the project deliverables does your organization have? Please also indicate the potential estimated budget for the project, if applicable.
6. Please provide detailed transportation instructions on how to get to the site where the service will take place. If possible, include potential time of commute.
7. Please state the ability of the primary contact to be available to students for potential classroom visits, site visits, and support. Attendance at the final presentation is required.

**Special Requirements**

Volunteer application  
CORI/SORI  
CPR Training

Interview and selection process  
TB Test  
Other: \_\_\_\_\_

If CORI/SORI forms are required, please indicate how long processing will take. IF longer than one week, please include a plan to utilize volunteers in the meantime.