

MENG 4216 – Senior Capstone Design II
Course Syllabus

Semester / Year	Spring 2021
Catalog Description	The second of a sequence of two senior courses including a capstone engineering project that entails the theoretical or experimental investigation of design problems. The nature and scope of the project are determined by the student in consultation with the instructor and depend upon the facilities available. A written technical report is required as part of the courses' outcomes. All seniors meet weekly to discuss their projects as teams and with their supervisor. Two sessions of 3 hours laboratory.
Prerequisites	MENG 4215, MENG 4312, (MENG 4326 as pre- or co- req.), and (MATH 3203 or MATH 3315)
Section number	All sections in all campuses
Instructor name	Mr. A. Al-Shalash, Dr. N. Barakat, Dr. N. Fumo, Dr. A. Garcia, Dr. C. Goh, Mr. T. Hall, Dr. Ibrahim, Dr. Khajah, Dr. Maloney, and Dr. Rizvi.
Contact info	Contact the following course coordinator if you cannot find the contact info for your specific team advisor: Dr. N. Barakat (TYL teams) Mr. A. Al-Shalash (HEC teams)
Class Type / Location	Hybrid, face-to-face or zoom lecture and lab/studio – Both TYL Campus and HEC Campus
Class Time	Two labs: Thur. and Fri. 8 – 10:45 AM.
Office Hours	TBD
Credits	2
Required Textbook	None. A handbook will be provided electronically. The equivalent of the price of a typical engineering textbook will be required as a contribution from each student for material needed to execute the assigned project.
Optional References	TBD
Additional requirements	TBD
Instruction / Evaluation Method	Meetings, discussions, assignments, as well as projects' design, build and testing.
Grading Policy / Scale	Grading in this course will be based on input from the advisors and sponsors, as well as other involved faculty as appropriate. Consistent progress and professional behavior during the course / project is expected. <u>A minimum score of 70% in each element of the following elements is MANDATORY to succeed and pass the course.</u> - Attendance and participation of all team activities (e.g. meetings, building, etc.) 20%

	<ul style="list-style-type: none"> - Assignments, Surveys, Other course requirements 10% - Project performance, quality and results at delivery 20% - Documentation, Reports, Presentations, Posters 30% - Individual evaluation (Faculty advisor, peer, etc.) 20% <p>Scale: A => 90, B => 80, C => 70, D => 60, F < 60.</p>
Important events / dates	<p>Census date</p> <p>Exam date</p> <p>Final date</p>
Attendance / Makeup policy	TBD
Course Learning Outcomes / ABET SOs & PEOs relation	<p>By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Implement knowledge and skills acquired from going through the engineering curriculum into a culminating experience in the form of open-ended design and build project, and deliver a final outcome considering various real constraints as part of an interdisciplinary team. 2. Demonstrate improved oral and written communication skills for use throughout an engineering career. 3. Manage resources, engage in continuous learning and development, and organize operations, to achieve set project goals and deliver outcomes at a professional level as expected.
Tentative Topics	<ol style="list-style-type: none"> 1. Creativity and design methodologies 2. Teambuilding 3. Leadership 4. Economic justification 5. Codes and standards 6. Project management 7. Conflict resolution 8. Enhanced communication techniques
Other	TBD

University, College, and Department Policies:

1. Modifications

The instructor reserves the right to change this syllabus partially or fully at any point in time. Sufficient time and notice will be provided to the class before the activation of the changes.

2. Rights

The Department of Mechanical Engineering reserves all rights to publish and advertise products from the Senior Design series of courses including, but not limited to, Documents, Reports, Posters, Videos, and Presentations, which may include pictures of students, with arrangement to protect IP rights of the sponsors of projects.

3. UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

4. Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, or material which has been submitted within a different course without explicit approval of the instructor, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. “Cheating” includes, but is not limited to:
 - copying from another student’s test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials, or devices and instruments allowing access to materials, which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes” as well as cell phones, to name a few. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student or person during a test or other assignment without explicit authorization;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, or removing material from the exam location, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

- v. Penalty for any related infractions will be decided at the discretion of the instructor including, but not limited to, granting of a failing grade in part or the course or in the entire course.

5. Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

6. Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

7. Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

8. Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

9. UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support.

For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

10. Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

11. State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

12. Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Like so many things this Fall, the need for accommodations and the process for arranging them may be altered by the COVID-19 changes we are experiencing and the

safety protocols currently in place. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible, to explore what arrangements need to be made to ensure access. During the Fall 2020 semester, SAR will be conducting all appointments via ZOOM. If you have a disability, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student Application. For more information, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices> or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

13. Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

14. Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

15. Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

16. UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Senior Design Project
Course Sequence MENG 4215 and MENG 4216
Table of Weekly Activities and Deliverables

Instructions and Rules:

- Notice: If we are continue to operate under the COVID-19 Pandemic restrictions, please continue to operate while applying all required precautions and restrictions. Remote communication and team interaction is required.

- 1 - This schedule/table is subject to change at any point in the two semesters.
- 2 - Most of the reference material needed to complete tasks in this table are included in the Senior Design Student's Handbook or the Lectures
- 3 - For any submission, the default is electronic format on CANVAS, but always double check with your faculty Advisor
- 4 - Team submissions are different than individual submissions, and they are mutually exclusive. Always check which type is required.
- 5 - These courses have academic requirements in addition to customer/sponsor requirements. If in doubt, ask questions.
- 6 - NASA projects have a slightly different schedule and will be sponsored internally until a sponsor (Mentor) is connected.
- 7 - Some projects will start with an allowed Budget, but this is only the initial limit/ceiling of the Budget not to be exceeded. The final Budget should be reduced as much as possible from this limit.
- 8 - If you have any question related to senior design, ask your advisor first.
- 9 - No communication should exist with anyone regarding your senior project without copying or consulting your advisor.
- 10 - Your registered time of the class or lab on your schedule should be always available for class activity, in addition to what the team agrees on. Do not schedule actions which you cannot change during scheduled class or lab time.
- 11 - Teams should meet with the advisor weekly in a reserved hour, in addition to a team meeting beyond the advisor hour for a longer time. Each meeting should have three elements: Meeting agenda, meeting minutes, and updated action items table.

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Summer				Solicit and collect projects Distribute Teams and Projects Prepare course documentation		Coordinator	Application for a project	Distribute project application form by end of April and collect until August 15		N/A

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	1	24-Aug		Students familiarize themselves with course, sign and return forms (NDA and acknowledgement of syllabus and course rules)		Coordinator sets up, Advisors verify / collect	Syllabus, handbook and reference documents set	Introduction Lecture 1) Team and Project distribution by SPB 2) Syllabus and related documents distributed, signed forms collected from students by advisors 3) Canvas setup 4) Introduction lecture and assignment 5) Weekly team meetings table - locations and time 6) SPB meeting time and location setup	Kick Off meeting - Rules and requirements, Review syllabus, structure, and rules. Students are alerted to deliverables for upcoming weeks (this is done each week). Initial Self-Eval, Contract, NDA. Students are directed to setup meetings (more than with advisor), communications' protocols. Go over reporting presentation concept to advisor. Lab: Introduction between team and advisor, Discussion of Advisor requirements in addition to course	
	2	31-Aug	X	Weekly Group Submission and Tracking setup with team See Appendix A Submit (Each Student): Initial Self-Eval, NDA, and Contract signed forms to advisor during lab	No student continues without signed pages returned	Advisors collect and deposit with Coordinator	Syllabus, handbook and reference documents set	Continue Introduction Lecture Announce meeting times, locations, Collection of NDAs, Contracts, and related docs Distribute Teams, Advisors, and Projects Internal organization and documentation, Meeting minutes and book-keeping Assign tasks.	Teams and projects announced early in the week. NDA and Other signed forms collected. IP concepts and confidentiality Discussed. Project discussion and setups of communication protocols as well as required task of writing questions to the sponsor. Students write a list of questions for their sponsor regarding the project, initiate communication with sponsor. Advisor reviews students' questions before they are sent out.	
	3	7-Sep		Weekly Group Submission Appendix A Generate and send draft questions to sponsor to the advisor	10	Advisor collects and grades on CANVAS	Lectures 1, 2, and handout	Start presentation to advisor See Appendix A , submit draft "questions-to-sponsor" on project to advisor. Advisor will send suggestions by the end of the week, Coordinator provides feedback on Weekly Group Submissions	SPECIFICATIONS Spec.'s Assignment NASA deadline next week	Presentation to advisor, Follow up with required tasks, Review draft questions to sponsor, Specifications initiation
	4	14-Sep		Weekly Group Submission Appendix A Submit Team Assignment to CANVAS at end of week: Specifications	10	Advisor	Handout and lecture from Week 3	Work on questions to sponsor and specifications simultaneously	DECISION MAKING and CONCEPT GENERATION Concepts Assignment	Finalize questions to sponsor and send, start building specifications' tables and lists, continue with presentation to advisor

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Fall (Aug 24 - Dec 14)	5	21-Sep		Weekly Group Submissions - 10 Pts for complete weekly Group submissions (first 3 items) Submit Team Assignment to CANVAS at end of week: Concept Generation	10	Coordinator - group submissions Advisor - Assignment	Handout, Lecture, and Appendix A	Generate and approve by advisor the specifications' approval document to be signed by sponsor. Buid Concepts (3 options minimum0 for presentation	RISKS and CONCEPTS	Present updates to advisor and discuss, Finalize Spec.'s doc. For sponsor to sign, build concepts for presentation
	6	28-Sep		Start a project management plan. Prepare a scope presentation.			Student Handbook	- Coordinator to schedule presentations and reserve space (or zoom) - Provide feedback on group submissions	PROJECT MANAGEMENT I	Review presentation with advisor, rehearse, sechedule presentation
	7	5-Oct	X	Weekly Group Submission and Tracking Carry out presentation as scheduled	50	All	Student Handbook	Follow up with students and monitor progress through concept selection	PROJECT MANAGEMENT II	Tuesday reserved for presentations. Use Thur if needed.
	8	12-Oct		Weekly Group Submission Submit Peer Evaluation I (individual)	50	Advisor	Student Handbook	Follow up with students on concept approval with sponsor and detailed designs Prepare for Design Reviews	DETAILED DESIGN & Communication, success metrics, acceptance criteria, testing specs, Share presentation blocks and rules	Discuss mutually approval with sponsor on selected concept, Work on Design Review
	9	19-Oct		Weekly Group Submission and Tracking			Student Handbook	Check team written documents before they send them out for design reviews, check team presentation, calculations, organization, etc	DESIGN COMMUNICATION and Presentations	Approve Design review doc.'s by advisor and send to Sponsor, Make reservations for Design Review (faculty, sponsor, space)
	10	26-Oct	X	Weekly Group Submission Carry Out Design Reviews, Seek Approval to order, or a 2nd DR	50	Advisor & Coordinator +	Student Handbook	Check calculations and start simulations or prototype	WRITTEN COMMUNICATIONS	Discuss ordering, building, and testing plans

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	11	2-Nov		Weekly Group Submission and Tracking Continue DRs if needed				Draft Test specifications Work on poster	ENGINEERING ETHICS Ethics reference assignment	Start simulations, detailed calculations and prototype plans, Poster	
	12	9-Nov		Take Ethics Quiz (Requires 75% to pass the course) Seek approval to order, or a 2nd review to approve	100	Coordinator	Student Handbook	Complete Full Design Review with advisor, customer, and at least two other SPB members or faculty.	TBD	Ethics quiz on Thursday Work on Report and Prototype	
	13	16-Nov		Weekly Group Submission and Tracking Submit Electronic Poster towards end of week	50	Coordinator		Order if approved, build prototype or simulation NASA teams SHOWCASE Nov. 17 - 18	TBD	Report, poster, prototype, simulation, test plans	
	14	Thanksgiving Week (Nov. 23 - 29)									
	15	30-Nov		Weekly Group Submission and Tracking Submit Project Status Report (Proposal) Complete Prototype or Simulation	20 150 100	Coordinator Advisor Advisor	Student Handbook	Test specifications should be finalized and submitted with the Status Report Setup Purchasing process	Course Survey Notice that: Major parts of the report will go into the final report	Prototype or simulation should be working with details provided in the Status Report	
	16	###		Advisor eval of performance (Subjective)	200	Advisor					
					800	Coordinator		Prepare ABET assessment reports			

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End of First Semester - Winter Break (Dec 17 - Jan 14)

	1	11-Jan		Continue ordering, finalize designs Start Initial status report		Advisor		1) Syllabus 2) Start Expo logistics	No lectures this semester	Two labs this semester to allow building, Write Initial Status Report
	2	18-Jan		Continue Weekly Group Submissions (See Appendix A .. Minutes, Action items, and Agenda)	10	Advisor	Student Handbook	1) Verify teams composition 2) Letters / Emails / Phones - to track sponsors payments and budgets 3) Finalize Budget and collect sponsor fees	No Lectures this semester	Seek approval of Budget
	3	25-Jan		Continue ordering and Building		Advisor		Setup locations for building	No lectures this semester	Decide if any more Desgin reviews are needed
	4	1-Feb		Weekly Group Submissions	10	Advisor		Work on Final Presentation, Final Report, Final Video, Final Poster	No Lectures this semester	Seek approval of sign off criteria from advisor
	5	8-Feb		Continue ordering and Building				Work on Final Presentation, Final Report, Final Video, Final Poster	No lectures this semester	

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Spring (Jan 11 - May 3)	6	15-Feb		Submit Peer Evaluation	50	Advisor		Advisor provide feedback from peer evaluation	No lectures this semester		
	7	22-Feb		Start testing partial or full projects				Building and testing	No lectures this semester		
	8	1-Mar				Coordinator		Make reservations for general meeting	No lectures this semester		
	9	SPRING BREAK (Mar. 8 - Mar. 14)									
	10	15-Mar	X	Weekly Group Submissions Attend general Meeting	20	Coordinator		Expo Invitation out, Finalize Expo logistics	General Meeting for all sections		
	11	22-Mar						Remind on Poster, Video, Final Report, Presentation	No lectures this semester		
	12	29-Mar	X	Submit Poster - Electronic	50	Coordinator			No Lectures this semester		
			X	Submit Video - Electronic	50	Coordinator					
	13	5-Apr	X	Presentation Rehearsals (Marathon)	100	Multiple		1) Feedback by multiple advisors on presentation 2) Review Video and correct if needed	No lectures this semester		
14	12-Apr	X	Submit Sign-off sheet	60	Advisor		Exceptions require permission	No lectures this semester			
15	19-Apr	X	Expo, Demo and Presentation	100	Multiple		1) Public show	No lectures this semester	Grade all submissions		
		X	Final Report	150	Advisor		2) Grade students' performance in Expo				
		X	Exit Survey	50	Coordinator		In class (Coordinator and Advisors)				
	16	26-Apr		Advisor eval of performance (Subjective)	250	Advisor		Grade final report	No lectures this semester		
Pos t				ABET reports	900	Coordinator		Prepare assessment and ABET report			

Appendix A: Weekly submission

Each week, Present to your advisor an updated powerpoint file that has the slides below in addition to new slides including the required tasks update for the current week:

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Slide 1: Names and faces, identified contact person, team captain, etc.

Slide 2: Problem Statement

Slide 3: Project check list - a list of items with check boxes including the following: Problem Statement check box and date, Questions for sponsor check box and date, Met with sponsor check box and date, Spec sign off check box and date, Concept Selection check box and date, Detail Design check box and date, Build sign off check box and date

Slide 4: Status of questions prepared and provided to the customer: Answered, Met with sponsor ... expect answer on date ...

Slide 5: Team Meeting times: Once with the advisor, Twice without advisor, Sponsor meeting time,

Slide 6: Sponsor regular interaction and first meeting description: Phone call, e-mail, face to face, What information was exchanged

In addition, secretary should send meeting upcoming meeting agenda and last meeting minutes ahead of time of the meeting, at least for the weekly meeting with advisor, if not all meetings. All activities should be tracked by the Excel sheet

Each team is expected to upload the updated following file each week to CANVAS:

1. Updated presentation to advisor
2. Updated Tracking Excel Sheet
3. Latest meeting minutes with action items list updated
4. Any documents required for the course such as: Team or individual assignments, sponsor interaction documents required by the advisor or the coordinator, etc.