

General Schedule:

Lecture: Tuesday, 4:00 – 5:50pm in BEH 621

Lab: Teams 1-8, Tuesday 2:00 – 3:50pm in BEH 669
Thursday 2:00 – 3:50 in BEH 1020

Lab: Teams 9-16, Tuesday 2:00 – 3:50pm in BEH 1020
Thursday 2:00 – 3:50 in BEH 669

Note: The computer lab in BEH 669 is available from 9am – 10pm weekdays.

Schedule for Weeks 1&2:

Tuesday 1/6/09:

- No lab
- Lecture from 4:00 – 5:50 in BEH 621

Thursday 1/8/09:

- Teams 1-8 meet from 2:00 – 2:50pm in BEH 669
- Teams 9-16 meet from 3:00 – 3:50pm in BEH 669

Tuesday 1/13/09:

- Teams 1-8 meet from 2:00 – 2:50pm in BEH 10th Floor Lab
- Teams 9-16 meet from 3:00 – 3:50pm in BEH 10th Floor Lab
- Lecture from 4:00 – 5:50 in BEH 621

Thursday 1/15/09:

- Initial Client Meetings (on site)
- Meeting times will be announced by 1/8/09

Grading:

1. Attendance: 10%

When? Lectures and team meetings

Why? To improve odds of successful course outcomes

2. Journal: 10%

What? A chronological and legal account of every thought, action, communication, calculation and pertinent detail encountered in relation to project

Why? To maintain an accurate account of what transpires;

Proof of work;

To provide means of organizing, analyzing, and processing the many components needed to complete project.

How? See attached procedures.

3. Progress Reports: 15%

What? Weekly accounts of progress made, and future planned actions (2 pages).

Why? Helps to break down overall project into well defined tasks, and to motivate and summarize progress.

4. Individual Web Page: 10%

What? Personal ENGR 0715 web page stored in Unix accounts to supplement the team web page, and document individual efforts.

Why? To develop an understanding of web page design and organization, and to provide a means of posting individual assignments.

5. Client Review: 10%

When? Midterm and final weeks

Why? To obtain feedback, improve performance and motivate work effort.

6. Team Review: 10%

When? Midterm and final weeks

Why? To help in development of team skills, and motivate accountability.

7. Final Client Report: 20%

What? Summary report and all specified deliverables to be presented to client and instructor

Criteria? Grade will be on quality of report, how well it addresses client expectations, and if it adequately and honestly describes deviations from planned deliverables.

8. Writing Assignments: 15%

What? Four assignments culminating in a conference paper to be completed by the team and in part individually.

Why? To develop professional and technical writing skills, and to reflect on service learning experiences.

2009 Preliminary Weekly Subjects and Milestones

Week	Date	Topics & Milestones
1	Tuesday, 1/6 Thursday, 1/8	Course objectives, syllabus, introduction to projects and teams, HTML and personal web page development, team pictures. Milestone 1: Establish teams
2	Tuesday, 1/13 Thursday, 1/15	Introduction to Steps 1 & 2 of design process. Discussion of team meetings, client meetings, progress reports. Milestone 2: Initial client visit
3	Tuesday, 1/20 Thursday, 1/22	Steps 3-5 of design process. Review of Project Proposal requirements, outline and grade key.
4	Tuesday, 1/27 Thursday, 1/29	Review of team webpage assignment. Introduction to Gantt charts and Open Workbench
5	Tuesday, 2/3 Thursday, 2/5	Reflection on client meetings and course. Writing Assignment 1: Project Proposals due 2/3
6	Tuesday, 2/10 Thursday, 2/12	Discussion of presentation skills and team dynamics. Milestone 3: First Client Presentation – Submit 3-5 page design proposal to client(Tuesday)
7	Tuesday, 2/17 Thursday, 2/19	Introduction and discussion of writing assignments 2 – 4 by Beth Bateman.
8	Tuesday 2/24 Thursday, 2/26	Steps 6 & 7 of design process. Use of Interaction Matrix and Decision Matrix to evaluate alternative solutions and select the optimal solution. Writing Assignment 2: Personal Reflections due 2/26
9	Tuesday 3/3 Thursday, 3/5	Steps 8 & 9 of design process.
	Tuesday 3/10 Thursday, 3/12	SPRING BREAK
10	Tuesday 3/17 Thursday, 3/19	Reflection exercises. Writing Assignment 3: Technical Reports and Significance of Service Learning, due 3/19
11	Tuesday 3/24 Thursday, 3/26	
12	Tuesday 3/31 Thursday, 4/2	Writing Assignment 4: Conference papers due 4/1
	Saturday 4/4	Freshman Conference (David Lawrence)
13	Tuesday 4/7 Thursday, 4/9	Milestone 5: Final report due to instructor (Thursday)
14	Tuesday 4/14 Thursday, 4/16	Milestone 6: Final Client Presentations, Trasfer of Deliverables