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General course introduction:

-Visit course webpage at http://www.faculty.umb.edu/tomas_materdey/103f08 and e-syllabus for announcements, policies, class notes, activities, assignments, due dates, reading assignments.

-Grade distribution: individual (logbook and final 20%, CW's and HW's 20%), teamwork (4 projects: 60%).

-Attendance is required to receive course credits. Please notify the course TA and your team leader the justification before any absence.

-Required materials: Design Concepts for Engineers 3ed. (for reading assignments); LabVIEW Student Edition 8.0 with CD (for LabVIEW exercises); quadrille notebook (for logbook); storage media such as a flash drive (for storing electronic files generated in the course); and a working e-mail address (to communicate with class)

-Teams: members will rotate to lead the team, members should report to their team leader for attendance and progress. The leader will coordinate the team for the assigned project, and will submit the team report, and upload the team webpage for that project

-Projects: there will be four projects: 0, 1, 2, 3. Each project will be assigned in a link posted on the e-syllabus, the project specifications include what to accomplish in each of the two parts of the project, and what to include in the project report to submit after the presentations. The project due dates are posted on the e-syllabus, presentation dates, and when the report (hard and soft copy) and webpage should be uploaded.

-Logbook: each student will keep an individual logbook, number the pages and date the entries. Keep notes on work related to the course: things learned in class, work done in projects. Also answer questions posted at the end of the class notes. There will be approximately 50 questions during the semester. See example of a logbook page here **example of a logbook page.** The quadrille notebook will ease the making of sketches to scale. The logbook will be graded three times, approximately once a month, and will be required to take the final exam. Logbook and final exam counts 20% toward the course grade.

-Homework and Classwork: there will be 6 homeworks, and about 12 classworks. Classworks will be turned in at the end of the class. Classworks and homeworks count 5%, and 15%, respectively toward the course grade. Homeworks are individual. Those students who share a computer will submit a common classwork with their names on it.

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Project 0

Each team is assigned an engineering field, see link to Project 0 in the e-syllabus. Project 0 Part I consists of a five minute oral presentation by the team on the assigned engineering field. Accompanying visual aids such as a PowerPoint presentation are recommended. Grading criteria are listed in the link to Project 0 in the e-syllabus. Project 0 Part II consists of a five-minute presentation of a project engineers in your field actually work on. You should discuss topics such as goals, timelines, budgets, human

resources, all with justification whenever possible. Use of sketches and flow charts will add to the presentation. Grading criteria are listed in the link to Project 0. One of them will be the number of questions your team gets from the audience.
Due dates are listed in the e-syllabus.
For Project 0, each student is required to submit an individual report, in which you discuss what your have learned while doing this Project with your team, in Part I and Part II. In addition the team leader will submit a team report, which is a summary of what the team has learned after watching the other 9 presentations in Part I AND part II. Grading criteria for the reports are listed in the link to Project 0. Due dates are listed in the e-syllabus. The team report will include the following table:

Team leaders: please copy the table below, fill it out and submit with the team report for Project 0

Engin 103 Project # 0 Report for team # ____
Submitted by _____ (team leader)
Today's date is _____

Team members: please reply to your team leader' s e-mail or voice-mail messages regarding meeting scheduling, work distribution, and progress. Team members will report to their leaders on work related to the assigned project.
Team leader: Please comment on these teamwork elements: communication, organization, and participation while you and your team were completing Project 0. In one paragraph, make a self-evaluation for your team as compared to other teams in the class. Describe any recommendation you would like to make for your team and the leader for Project 1.

Members	Signatures
Leader:	
Member:	
Member:	
Member:	
Member:	

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LOGBOOK: example of a logbook page

-Use a quadrille notebook; number all pages; date all entries
-Write your notes for all activities, thoughts, problems and solutions, and learning conclusions related to Engin 103. You should write down progress, outcomes, and conclusions on projects and teamwork; conclusions from class work (including LabVIEW) and homework
-In addition you should answer in the logbook all questions listed in these notes in blue, as shown below:

No questions for the first meeting

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