Engin 103 January 26, 2010 back to e-syllabus	Topics: General Course Introduction Forms Project 0 -Engineering Fields Logbook questions

General Course Introduction

Methodology: active learning

Active learning: research for information; hands-on activities;
Attendance: is required
Projects: 4 projects (0, 1, 2, 3). Leader for at least one project (submit project report, progress report, files, upload project web page)
Lab open: Mondays (1-5pm), Wednesdays (9-1pm) in S-3-126

Course components:

Teamwork/4 projects (60%);
Logbook and final exam (15%+5%)
Homework and classwork (15% + 5%)

Required materials:

Quadrille notebook;
LabVIEW 8.0 student edition with CD
USB flash drive;
Active email account; Membership in the course Google Group

Visit course webpage at http://www.faculty.umb.edu/tomas_materdey/103s10 and e-syllabus for announcements, policies, class notes, activities, assignments, due dates, reading assignments.

-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 copies) and webpage should be submitted/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% (15% +5%) 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 within the files.

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Computer and Server Access Forms

Each student should review, sign and turn in the following form:

1) '**Class Information and Computer Access Agreement**' (CICAA). The computer number in this form should match the computer number located in the upper right corner of your workstation monitor. You are sharing a computer with other students listed in this form. This form contains the password to access the computer which you should use to login. There is one CICAA form per computer. Please sign and return it to the TA.

Each student should apply for membership at the course Google Groups, use first and last name as nick name. Questions related to the class can be posted there, if you know the answer please reply.

Section	Access Google Group	Post question by sending an email to
1 (9:30 AM)	http://groups.google.com/group/103s10_s1	Engin103@googlegroups.com
2 (2:00 PM)		

The teams also complete the TWSAA form which show who will serve as the leader for what project. To pass the course ach student will need to serve as the leader or co-leader for at least one project.

2) '**Team Leader Information and Web Server Access Agreement**' (TWSAA). This form contains login information to upload files and web pages to the server. There is one form per team. Please sign and return it to the TA.

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Project 0 –Engineering Fields

Section 1 Team Leaders Project 0		**Engineering Field**
Team 1	Patel,Akshay Devendra	Aeronautical and Aerospace Engineering (AAE)
Team 2	Hutchings,Rachel F	Biomedical Engineering (BME)
Team 3	Beales,Garrette T	Chemical Engineering (ChE)
Team 4	Kelleher-Palmarin,Erica E	Civil Engineering (CiE)
Team 5	Decourcy,Daniel Steven	Computer Engineering (CE)
Team 6	Grant,Kurtis Lee	Electrical Engineering (EE)
Team 7	Roode,Penelope Jayne	Geological/Geophysical Engineering (GGE)
Team 8	Kim,Jae Hyup	Industrial and Manufacturing Engineering (IME)
Team 9	Barthelemy,Julie.	Material Science Engineering (MSE)
Team 10	Serizier,Roudcha	Mechanical Engineering (ME)

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 cover sheet:

Team leaders: please fill out the cover sheet below, and submit it along 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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