FALL 2022
WELCOME TO VIP

Prof. Carla B. Zoltowski
Director, Vertically Integrated Projects (VIP)
Vertically Integrated Projects (VIP) Program

In VIP, you are....

- earning academic credit while engaging in authentic and extended research and design projects related to active research areas of Purdue faculty members and national, international, and industry-sponsored design challenges.

- participating on interdisciplinary and vertically-integrated teams (first-year through seniors) with faculty and graduate student mentors for multiple semesters to address these real-world research and design challenges.

- able to make a difference!
Learning Objectives = ABET Outcomes

Students in VIP will make progress on each of the learning outcomes listed below:

i. an ability to apply engineering **design** to create a product ...

ii. an ability to develop and conduct **experimentation**...

iii. an ability to **identify, formulate, and solve complex engineering problems** ...

iv. an ability to **function effectively on a team** whose members together provide leadership, create a collaborative and inclusive environment, ....

v. an ability to **communicate effectively** with a range of ...

vi. an ability to **acquire and apply new knowledge** as needed...

vii. an ability to **recognize ethical and professional responsibilities** ...
VIP = Project work + Professional Development

• **Project work** – both as an individual and a team – is most significant aspect of VIP
  • Lab meetings – typical scheduled 1 hour/week where you review progress with and get feedback from the team mentor(s)
  • Project team meetings (recommend regular scheduled time)
  • “Lectures” and/or “Assignments” to learn background for project during early part of semester (e.g., implement small task, read relevant research articles)
  • Final presentation, report, etc.

• **Professional Development Opportunities**
  • Support your success on the project and the team, and overall, in your career and life
Course Structure

- **Two Brightspace sites:**
  - **PD (Professional Development):** Fall 2022 VIP PD - Merge
    - Includes all students and mentors in VIP
    - Course-wide communication
    - Professional Development Resources
    - Discussion boards
  - **Lab/Team:** Fall 2022 VIP team - Merge
    - Your VIP team specific info/assignments/expectations
    - Communication with your team
    - Assessments/assignments
    - Professional Development plan
    - Mid-semester Assessments
    - Final Assessments

- **VIP Syllabus** - *integrated syllabus with specific VIP info*
- **PD Section:** Appears as “Arrange hours” on class schedule
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Overall, the student’s accomplishments and effort, documentation, and teamwork and interactions are excellent. All of the seven (7) requirements have been satisfied.</td>
</tr>
<tr>
<td>B</td>
<td>Overall, the student’s accomplishments and effort, documentation, and teamwork and interactions are good. Six (6) of the seven (7) requirements have been satisfied.</td>
</tr>
<tr>
<td>C</td>
<td>Overall, the student’s accomplishments and effort, documentation, and teamwork and interactions are adequate. Five (5) of the seven (7) requirements have been satisfied.</td>
</tr>
<tr>
<td>D</td>
<td>Overall, the student’s accomplishments and effort, documentation, and teamwork and interactions are marginal. More than two of the seven (7) requirements are missing.</td>
</tr>
<tr>
<td>F</td>
<td>Overall, the student’s accomplishments and effort, documentation, and teamwork and interactions are unacceptable. More than three of the seven (7) requirements are missing.</td>
</tr>
</tbody>
</table>
Assessment Areas

- Accomplishments and Effort
- Documentation (Individual and Project)
- Teamwork and Interactions

Student’s Contributions to Areas are Assessed from Multiple Perspectives

- Self-evaluation (Individual Performance Evaluation)
- Mentor Assessment
- Peer Evaluation (CATME)
VIP Grading Process

- **At start of semester**
  - Set expectations and goals
  - Professional Development Plan

- **Mid-semester**
  - Student: self and peer evaluation
  - Advisor: assess and provide formative feedback

- **Final**
  - Student: self and peer evaluation
  - Advisor: assess and determine final grade

- **Friday, Sept 9th at 11:59 pm**
- **Friday, Oct 7th at 11:59 pm**
- **Friday, Dec 9th at 11:59 pm**
**Professional Development (PD) Plan**

- Support your success on your project and your team, and overall, in your career and your life
- More autonomy and access to opportunities when you need them, not when we offer them
- Support tracks (e.g., Global Competency Certificate Modules for VIP Global team) or specific skill building (e.g., Milestones)
- Professional Develop Opportunities
  - The “lecture” portion of VIP is a way for you to participate in Professional Development sessions which are combination of asynchronous and synchronous activities
  - In “Fall 2022 VIP PD – Merge” Brightspace under “Content -> Professional Development Resources”
    - Folder has 11 Tracks with multiple topics and activities within each track
Tracks - Continue to add and send via Weekly Digest

- VIP Resources
- Purdue Undergraduate Research Conference & Fall Expo Resources
- Communication: Posters, Research Talks, Audience, Presentations, Technical Writing, etc.
  - Videos and In-person Workshops
- Career Planning
- Entrepreneurship: Intellectual Property (IP), Moonshot Challenge
- Ethics: Everyday Ethics in Research and Design, Responsible Conduct of Research (RCR)
- Graduate School
- Intercultural Learning
- Research/Design: How-to and Tools
- Technical Skills
- Leadership & Management
- Personal Development
### Professional Development Plan: Three (3) Required

<table>
<thead>
<tr>
<th>Track/Topic*</th>
<th>Activity</th>
<th>Organizing unit</th>
<th>Date (of activity or expected participation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PD (Required)</td>
<td>Welcome to VIP</td>
<td>VIP</td>
<td>This presentation/lecture</td>
</tr>
<tr>
<td>2. Communication (Required)</td>
<td>Conference – Abstract submission</td>
<td>OUR</td>
<td>See Purdue Undergraduate Research Conference Webpage</td>
</tr>
<tr>
<td>3. Communication (Required)</td>
<td>Conference – Poster or Oral Presentation</td>
<td>OUR</td>
<td>November 14&lt;sup&gt;th&lt;/sup&gt; See Purdue Undergraduate Research Conference Webpage</td>
</tr>
</tbody>
</table>

The remaining seven activities are to be chosen by the you, in collaboration with your teammates and mentors, depending on your interests and what would be most beneficial for your goals and project.

Team/Mentor can choose an alternate activity (e.g., IEEE Conference, Business pitch competition, presentation to external sponsor)

Only three (3) required for VIP 17911 and 17912 students
## PD Plan Example – Due September 9th in Team Brightspace

<table>
<thead>
<tr>
<th>Track/Topic**</th>
<th>Activity</th>
<th>Organizing unit</th>
<th>Date (of activity or expected participation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. VIP Resource (Required)</td>
<td>Introduction to VIP</td>
<td>VIP</td>
<td>By Sept 2nd</td>
</tr>
<tr>
<td>2. Communication (Required)</td>
<td>Conference – Abstract submission</td>
<td>OUR</td>
<td>TBD</td>
</tr>
<tr>
<td>3. Communication (Required)</td>
<td>Conference – Poster Presentation</td>
<td>OUR</td>
<td>November 14th</td>
</tr>
<tr>
<td>4. Research/Design: How-to and Tools</td>
<td>Image Processing Analysis Tutorials (Parts 1 and 2)</td>
<td>VIP</td>
<td>August 31st</td>
</tr>
<tr>
<td>5. Research/Design: How-to and Tools</td>
<td>Watch “Git &amp; GitHub Crash Course for Beginners” and comment on Discussion Board</td>
<td>VIP</td>
<td>September 2nd</td>
</tr>
<tr>
<td>6. Leadership &amp; Management</td>
<td>Register for and attend Group Work PD Workshop</td>
<td>VIP</td>
<td>September 7th</td>
</tr>
<tr>
<td>7. Ethics</td>
<td>Responsible Conduct for Research and comment on Discussion Board</td>
<td>VIP</td>
<td>September 21st</td>
</tr>
<tr>
<td>8. Personal Development</td>
<td>Watch Markell Baldwin’s videos and comment on Discussion Board</td>
<td>VIP</td>
<td>October 1st</td>
</tr>
<tr>
<td>9. Communication: Technical Writing</td>
<td>Abstract Writing – In Person Workshop</td>
<td>VIP</td>
<td>October 26th</td>
</tr>
<tr>
<td>10. Communication – Posters</td>
<td>Register and attend Poster Presentation Practice Session</td>
<td>VIP</td>
<td>November 7th</td>
</tr>
</tbody>
</table>

Can deviate from plan; do not need to resubmit.
## Suggested Approaches for....

<table>
<thead>
<tr>
<th>Who?</th>
<th>Activities and how to find them</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Students</td>
<td>3 required:</td>
</tr>
<tr>
<td></td>
<td>1) Watch “Welcome to VIP” video available on Brightspace PD</td>
</tr>
<tr>
<td></td>
<td>2) Write an abstract/conference application and</td>
</tr>
<tr>
<td></td>
<td>3) Present project at a conference (or to external stakeholders)</td>
</tr>
<tr>
<td>New Students</td>
<td>Start with Brightspace PD Resource Materials under these tracks—Communication, Research /Design(How-to and tools), Team Work, Ethics, Personal Development including VIP in-person workshops and online materials</td>
</tr>
<tr>
<td>Returning</td>
<td>Continue to attend in-person VIP workshops focused on Communication and utilize online PD modules, including Career Planning, Graduate School, Entrepreneurship, Intercultural Learning, etc.</td>
</tr>
<tr>
<td>Students</td>
<td>Branch out and find workshops, technical talks, tools etc. through professional societies, Graduate School, leadership initiatives, IDSI, developing resources for onboarding new members, etc.</td>
</tr>
<tr>
<td>Mentors</td>
<td>Review materials on Brightspace PD course to see what skills and knowledge you would like your students to gain this semester or are required (e.g., Responsible Conduct of Research). Also consider suggesting outside activities that fit well with your team’s project.</td>
</tr>
</tbody>
</table>
Documenting Professional Development Opportunities

In Team Brightspace -> Course Tools -> Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>New Submissions</th>
<th>Completed</th>
<th>Evaluated</th>
<th>Feedback Published</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Category</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-Semester Individual Performance Evaluation (IPE)</td>
<td>✔</td>
<td>0/21</td>
<td>0/21</td>
<td>0/21</td>
<td>Oct 7, 2022 11:59 PM</td>
</tr>
<tr>
<td>Mid-semester Peer Evaluation (CATME)</td>
<td>✔</td>
<td>0/21</td>
<td>0/21</td>
<td>0/21</td>
<td>Oct 7, 2022 11:59 PM</td>
</tr>
<tr>
<td>Final Individual Performance Evaluation (IPE) and Professional Development Reflection (PDR)</td>
<td>✔</td>
<td>0/21</td>
<td>0/21</td>
<td>0/21</td>
<td>Dec 9, 2022 11:59 PM</td>
</tr>
<tr>
<td>Final Peer Evaluation (CATME)</td>
<td>✔</td>
<td>0/21</td>
<td>0/21</td>
<td>0/21</td>
<td>Dec 9, 2022 11:59 PM</td>
</tr>
<tr>
<td>Purdue Course Evaluation</td>
<td>✔</td>
<td>0/21</td>
<td>0/21</td>
<td>0/21</td>
<td>Dec 9, 2022 11:59 PM</td>
</tr>
<tr>
<td>Professional Development Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development Plan</td>
<td>✔</td>
<td>0/21</td>
<td>0/21</td>
<td>0/21</td>
<td>Sep 9, 2022 11:59 PM</td>
</tr>
<tr>
<td>PD Activity 1 - Welcome Lecture</td>
<td>✔</td>
<td>0/21</td>
<td>0/21</td>
<td>0/21</td>
<td>Sep 2, 2022 11:59 PM</td>
</tr>
<tr>
<td>PD Activity 2: Research Conference: Abstract Submission</td>
<td>✔</td>
<td>0/21</td>
<td>0/21</td>
<td>0/21</td>
<td></td>
</tr>
<tr>
<td>PD Activity 3: Research Conference: Presentation Submission</td>
<td>✔</td>
<td>0/21</td>
<td>0/21</td>
<td>0/21</td>
<td></td>
</tr>
</tbody>
</table>

8/24/2022
Complete “Text entry” per directions for each activity

PD Activity 1 - Welcome Lecture

Instructions
Indicate date completed, and three things you learned from this activity that can help you succeed in this course, your project or your life. You will be able to reference this info when completing your mid-semester and final individual performance evaluations (IPEs).

Due Date
Sep 2, 2022 11:59 PM

Submit
Text submission

Text Submission
Visit the [Symplicity site](https://engineering-purdue-csm.symplicity.com) to look through a selection of VIP PD opportunities. Login to the site and navigate to Events->Professional Development/Workshops, search "VIP" and RSVP for events you are interested in.

Note: This is not the same Symplicity site used by CCO.
VIP Mid-semester Individual Performance Evaluation (IPE)

How to access:
Team’s Brightspace > Course Tools > Assignments

Steps to submit:
• Download appropriate Word Doc
• Fill in template
• Upload completed evaluation to team Brightspace by Friday, October 7th @ 11:59 pm EST

Senior design students will have different documents to upload.
Evaluation Criteria

Accomplishments and effort:
__ Quantity of project accomplishments
__ Quality of project accomplishments
__ Initiative
__ Work ethic
__ Ability to overcome project setbacks
__ Learning needed for the project
__ Focuses effort on achieving goals
__ Manages time and tasks well
__ Overall

Documentation:
__ Individual documentation (quality/quantity)
__ Contributions to team documentation (quality/quantity)
__ Contributions to team poster, presentations
__ Use of appropriate tools (e.g., Git)
__ Overall

Teamwork and Interactions:
__ Participates fully in team (lab) meetings
__ Participates fully in sub-team meetings
__ Contributes fair share of team's work with acceptable quality
__ Keeps commitments and completes assignments on time
__ Listens to teammates and respects their contributions
__ Communicates clearly. Shares information with teammates
__ Respects and responds to feedback from teammates
__ As appropriate, involves and assists others in efforts
__ Demonstrates leadership and/or project management skills
__ Overall
Final Individual Performance Evaluation (IPE)

**List of Accomplishments**

<table>
<thead>
<tr>
<th></th>
<th>Accomplishment</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<td>7</td>
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<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Will list accomplishments and learning from the semester
- Respond to questions which are similar to those in Mid-Semester Evaluation.

2. Describe anything that you struggled with related to the project.
3. Describe at least one of your strengths that contributed to the team.
4. Describe your progress in overcoming weakness(es) mentioned in the Mid-Semester Evaluation.
List the PD activities that you included. You can use the PD assignments that you completed to help complete this.

6. Professional Development Record

List each of the activities you completed and the date of completion, which might differ from what you included in your PD Plan.

<table>
<thead>
<tr>
<th>PD Activities</th>
<th>Activity</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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<td>9</td>
<td></td>
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<tr>
<td>10</td>
<td></td>
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</tr>
</tbody>
</table>
7. Describe progress you have made on each of the course Learning Outcomes. Include key learning(s) from your project and Professional Development activities where applicable.

7a. an ability to apply engineering design to create a product that meets the specified needs of this engineering design experience with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.

7g. an ability to recognize ethical and professional responsibilities associated with this engineering design experience and make informed judgments which must consider the impact of the product of this engineering design experience in global, economic, environmental, and societal contexts.
### Final Evaluation

9. Indicate whether you have met each of the seven (7) requirements listed in the syllabus.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document individual contributions to the project and team to date in format as required by your project mentor(s).</td>
<td></td>
</tr>
<tr>
<td>Contribute as appropriate to date project documentation, presentations, publications, and/or poster.</td>
<td></td>
</tr>
<tr>
<td>Complete Mid-Semester Individual Performance Evaluation (IPE) by Friday, October 7th at 11:59 pm in Brightspace.</td>
<td></td>
</tr>
<tr>
<td>Complete Final Individual Performance Evaluation (IPE) and Professional Development Reflection (PDR) by Friday, December 9th at 11:59 pm in Brightspace.</td>
<td></td>
</tr>
<tr>
<td>Midsemester: Complete midsemester peer evaluation of team members in CATME by Friday, October 7th at 11:59 pm and indicate completion in Brightspace.</td>
<td></td>
</tr>
<tr>
<td>Final: Completed midsemester and final peer evaluations of team members in CATME by Friday, December 9th at 11:59 pm and indicate completion in Brightspace.</td>
<td></td>
</tr>
<tr>
<td>Complete final Purdue course evaluations and submit screen shots of completion to Brightspace (due Friday, December 9th at 11:59 pm).</td>
<td></td>
</tr>
<tr>
<td>Submitted appropriate Professional Development plan and is on track to meet PD requirement? (Including the Welcome to VIP lecture by Friday, September 2nd)</td>
<td></td>
</tr>
</tbody>
</table>

You are expected to have completed all 7 requirements.
CATME: Dimensions of Teamwork

- Contributing to the Team’s Work
- Interacting with Teammates
- Having Relevant KSAs
- Expecting Quality
- Keeping the Team on Track
# Teamwork Rating Scale

<table>
<thead>
<tr>
<th>Score</th>
<th>Contributing to Team’s Work</th>
<th>Interacting with Teammates</th>
<th>Keeping the Team on Track</th>
<th>Expecting Quality</th>
<th>Having Related Knowledge, Skills, and Abilities</th>
</tr>
</thead>
</table>
| 5     |  • Does more or higher-quality work than expected.  
     • Makes important contributions that improve the team’s work.  
     • Helps teammates who are having difficulty completing their work.  
     • Asks for and shows an interest in teammates’ ideas and contributions.  
     • Makes sure teammates stay informed and understand each other.  
     • Provides encouragement or enthusiasm to the team.  
     • Asks teammates for feedback and uses their suggestions to improve.  
     • Watches conditions affecting the team and monitors the team’s progress.  
     • Makes sure that teammates are making appropriate progress.  
     • Gives teammates specific, timely, and constructive feedback.  
     • Motivates the team to do excellent work.  
     • Cons that the team does outstanding work, even if there is no additional reward.  
     • Believes that the team can do excellent work.  
     • Demonstrates the knowledge, skills, and abilities to do excellent work.  
     • Acquires new knowledge or skills to improve the team’s performance.  
     • Able to perform the role of any team member if necessary. | | | | |
| 4     |  • Completes a fair share of the team’s work with acceptable quality.  
     • Keeps commitments and completes assignments on time.  
     • Helps teammates who are having difficulty when it is easy or important.  
     • Listens to teammates and respects their contributions.  
     • Communicates clearly. Shares information with teammates.  
     • Participates fully in team activities.  
     • Responds and responds to feedback from teammates.  
     • Notices changes that influence the team’s success.  
     • Knows what everyone on the team should be doing and notices problems.  
     • Alerts teammates or suggests solutions when the team’s success is threatened.  
     • Encourages the team to do good work that meets all requirements.  
     • Wants the team to perform well enough to earn all available rewards.  
     • Believes that the team can fully meet its responsibilities.  
     • Demonstrates sufficient knowledge, skills, and abilities to contribute to the team’s work.  
     • Acquires knowledge or skills needed to meet requirements.  
     • Able to perform some of the tasks normally done by other team members. | | | | |
| 3     |  • Does not do a fair share of the team’s work. Delivers sloppily or incomplete work.  
     • Misses deadlines. Is late, unprepared, or absent for team meetings.  
     • Does not assist teammates. Quits if the work becomes difficult.  
     • Interrupts, ignores, bullies, or makes fun of teammates.  
     • Takes actions that affect teammates without their input. Does not share information.  
     • Complaints, makes excuses, or does not interact with teammates.  
     • Is defensive. Will not accept help or advice from teammates.  
     • Is unaware of whether the team is meeting its goals.  
     • Does not pay attention to teammates’ progress.  
     • Avoids discussing team problems, even when they are obvious.  
     • Satisfied even if the team does not meet assigned standards.  
     • Wants the team to avoid work, even if it hurts the team.  
     • Doubts that the team can meet its requirements.  
     • Missing basic qualifications needed to be a member of the team.  
     • Unable or unwilling to develop knowledge or skills to contribute to the team.  
     • Unable to perform any of the duties of other team members. | | | | |
| 2     |  • Does not do a fair share of the team’s work. Delivers sloppily or incomplete work.  
     • Misses deadlines. Is late, unprepared, or absent for team meetings.  
     • Does not assist teammates. Quits if the work becomes difficult.  
     • Interrupts, ignores, bullies, or makes fun of teammates.  
     • Takes actions that affect teammates without their input. Does not share information.  
     • Complaints, makes excuses, or does not interact with teammates.  
     • Is defensive. Will not accept help or advice from teammates.  
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     • Wants the team to avoid work, even if it hurts the team.  
     • Doubts that the team can meet its requirements.  
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     • Unable or unwilling to develop knowledge or skills to contribute to the team.  
     • Unable to perform any of the duties of other team members. | | | | |
| 1     |  • Does not do a fair share of the team’s work. Delivers sloppily or incomplete work.  
     • Misses deadlines. Is late, unprepared, or absent for team meetings.  
     • Does not assist teammates. Quits if the work becomes difficult.  
     • Interrupts, ignores, bullies, or makes fun of teammates.  
     • Takes actions that affect teammates without their input. Does not share information.  
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     • Avoids discussing team problems, even when they are obvious.  
     • Satisfied even if the team does not meet assigned standards.  
     • Wants the team to avoid work, even if it hurts the team.  
     • Doubts that the team can meet its requirements.  
     • Missing basic qualifications needed to be a member of the team.  
     • Unable or unwilling to develop knowledge or skills to contribute to the team.  
     • Unable to perform any of the duties of other team members. | | | | | |
**CATME: Additional Items**

In addition, you will complete:

- Team satisfaction (short survey)
- Psychological Safety (short survey)
- Written comments for each team member:
  - “Please provide constructive comments about your fellow teammates as well as yourself. The purpose of these comments is to give you the opportunity to explain how you rated your peers and if there was behavior or experiences in particular that influenced you when doing your peer and self-evaluations.”
  - Your teammate will be able to read your comments, but they will be anonymous.
  - Optional: Confidential comments
### Contributing to the Team’s Work

<table>
<thead>
<tr>
<th>How You Rated Yourself</th>
<th>How Your Teammates Rated You</th>
<th>Average Rating for You and Your Team</th>
<th>Description of Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Average Rating</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Does more or higher-quality work than expected.</td>
<td></td>
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<td>Makes important contributions that improve the team’s work.</td>
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<td>Helps teammates who are having difficulty completing their work.</td>
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<td>Demonstrates behaviors described immediately above and below.</td>
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<td>Completes a fair share of the team’s work with acceptable quality.</td>
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<td>Keeps commitments and completes assignments on time.</td>
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<td>Helps teammates who are having difficulty when it is easy or important.</td>
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<td>Demonstrates behaviors described immediately above and below.</td>
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<tr>
<td></td>
<td></td>
<td>Does not do a fair share of the team’s work. Delivers sloppy or incomplete work.</td>
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<td>Misses deadlines. Is late, unprepared, or absent for team meetings.</td>
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<td></td>
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<td>Does not assist teammates. Quits if the work becomes difficult.</td>
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</tbody>
</table>

Research suggests the following behaviors will improve your ratings in this area:

- Do a fair share of the team's work.
- Fulfill your responsibilities to the team.
- Come to team meetings prepared.
- Complete your work in a timely manner.
- Do work that is complete and accurate.
- Make important contributions to the team’s final product.
- Keep trying when faced with difficult situations.
- Offer to help teammates when it is appropriate.
Documentation

What is it, and why is it necessary?

• Describes what you did and why, how you did it, what you found, what you might do differently, what you’re going to do next, etc.
• Used as evidence of progress, protect Intellectual Property
• Critical for transition, onboard/offboarding of team members
• Code repository (e.g, Git)

What it’s not:

• Meeting notes
• List of “I did”
Seven Requirements and Due Dates

1. **Document individual contributions** to the project and team in format as required by your project mentor(s).

2. Contribute as appropriate to **project documentation**, presentations, publications, and/or poster.

3. Submit **Professional Development plan** by Friday, September 9th at 11:59 pm in *Team* Brightspace.

4. Complete **mid-semester individual performance evaluation** by Friday, October 7th at 11:59 pm in *Team* Brightspace.

5. Complete **Final Individual Performance Evaluation & PD Reflection** by Friday, December 9th at 11:59 pm in *Team* Brightspace.

6. Complete **mid-semester and final peer evaluation of team members in CATME** (mid-semester due Friday, October 7th at 11:59 pm and final peer evaluations due Friday, December 9th at 11:59 pm)

7. Complete **final Purdue course evaluation and submit screen shot of completion to Team Brightspace** (due Friday, December 9th at 11:59 pm).
# Grading Criteria

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Overall, the student’s accomplishments and effort, documentation, and teamwork and interactions are excellent. All of the seven (7) requirements have been satisfied.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>Overall, the student’s accomplishments and effort, documentation, and teamwork and interactions are good. Six (6) of the seven (7) requirements have been satisfied.</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Overall, the student’s accomplishments and effort, documentation, and teamwork and interactions are adequate. Five (5) of the seven (7) requirements have been satisfied.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>Overall, the student’s accomplishments and effort, documentation, and teamwork and interactions are marginal. More than two of the seven (7) requirements are missing.</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>Overall, the student’s accomplishments and effort, documentation, and teamwork and interactions are unacceptable. More than three of the seven (7) requirements are missing.</td>
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</tbody>
</table>
Senior Design Evaluation

- Senior design (SD) students must complete the following documents instead of the “Individual Performance Evaluation” (templates are in Brightspace):
  - VIP Senior Design Project Proposal:
    - Individual – during 1st semester
    - Submit both at mid-semester and final evaluations during 1st SD semester
  - VIP Senior Design Project Description:
    - Project team – during 2nd semester
    - Submit both at mid-semester and final evaluations during 2nd SD semester
  - VIP Senior Design Reflection, Outcomes, and Rubric (ROR) document:
    - Submitted at the mid-semester and final evaluations both senior design semesters instead of the Individual Performance Evaluation rubrics

Changes to all documents for Fall 2022
## Senior Design Grading

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Overall Rating for Outcome</th>
<th>Weight</th>
<th>Rating x Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. An ability to apply engineering design to create a product that meets the specified needs of this engineering design experience with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.</td>
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<td>30%</td>
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<td>ii. An ability to develop and conduct experimentation, analyze and interpret data, and use engineering judgment to draw conclusions related to the development of the product of this engineering design experience.</td>
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<td>15%</td>
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<td>iii. An ability to identify, formulate, and solve complex engineering problems arising from this engineering design experience by applying principles of engineering, science, and mathematics.</td>
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<td>15%</td>
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<tr>
<td>iv. An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives associated with this design experience.</td>
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<td>10%</td>
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<td>v. An ability to communicate effectively with a range of audiences appropriate to this design experience in both a written report and oral presentation.</td>
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<td>10%</td>
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<td>vi. An ability to acquire and apply new knowledge as needed, using appropriate learning strategies to complete the engineering design experience associated with this course.</td>
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<td>10%</td>
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<td>vii. An ability to recognize ethical and professional responsibilities associated with this engineering design experience and make informed judgments which must consider the impact of the product of this engineering design experience in global, economic, environmental, and societal contexts.</td>
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<td>10%</td>
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<td><strong>Total</strong></td>
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</table>

Senior Design Meeting: Wednesday, August 31st at 4:30 pm. Room TBD (recorded)
VIP Meeting Space* (BHEE 013)

- It is ONLY for use by VIP students, and ONLY for VIP-related activities. It is NOT to be used as the personal study space for VIP students.
  - Available via card access
  - Video conferencing capabilities available
  - You can schedule the rooms for VIP related team use:
    - See "Reserving VIP Lab Rooms" on the Resources page for instructions on how to reserve the rooms: https://engineering.purdue.edu/VIP/resources
  - Must follow Protect Purdue policies for instructional space.
  - No eating/drinking allowed
  - Please keep the room neat at all times. Pick up any litter that you drop. Clean the tables after use so it is ready for the next team.

*In Basement of BHEE Building around corner from HKN Lounge
Communication is key!

• ODOS can provide a general absence letter confirming if you cannot attend class
• You are expected to communicate to team mentors and your teammates if you are unable to participate in meetings and/or meet class/project obligations (if at all possible).
• You are expected to comply with Protect Purdue and SOP guidelines when on campus and lab.
Key Dates

Requirements due dates: Assignments in VIP Team Brightspace

- **Friday, September 9th at 11:59 pm:**
  - Professional Development Plan

- **Friday, October 7th at 11:59 pm: Mid-semester Assessment**
  - Mid-semester Individual Performance Evaluation (IPE)
  - CATME Peer Evaluation

- **Friday, December 9th at 11:59 pm: Final Assessment**
  - Final Individual Performance Evaluation (IPE) & PD Reflection
  - CATME Peer Evaluation
  - Purdue Course Evaluation

Purdue Undergraduate Research Fall Expo

- Expo Date: November 14th
- Abstracts due: TBD
VIP Meet and Greet

Wednesday, August 24th at 5:30 pm in ARMS B061

Come meet VIP admins, graduate student and faculty mentors
Using VIP for an ECE Concentration?

ECE Undergrad office has new requirement/document

- VIP can count for fulfilling the requirements for the new concentrations
- Need to get approval to make sure project aligns with concentration
Questions?

- Team Mentors – usually should be your first point of contact about team matters
- Post questions/comments in the VIP-PD Brightspace “Learners Lounge” Discussion area
- Email vip@purdue.edu. Please include your VIP team/course number you are registered for in your email to facilitate a speedier response.

Dr. Carla Zoltowski
Director
cbz@purdue.edu

Dr. Nichole Ramirez
Assistant Director
nramire@purdue.edu

Rick Womack
Lab Manager,
VIP & Honors
rwomack@purdue.edu

Cyndi Lynch
Senior Program Manager
clynch@purdue.edu

8/24/2022
THANK YOU!

HAVE A GREAT SEMESTER!