

FALL 2023
WELCOME TO VIP

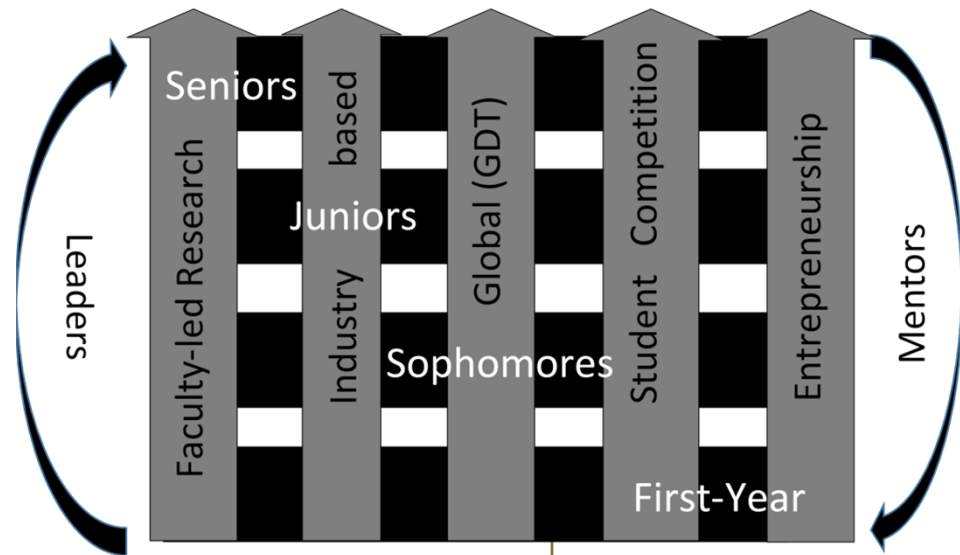
Prof. Carla B. Zoltowski

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

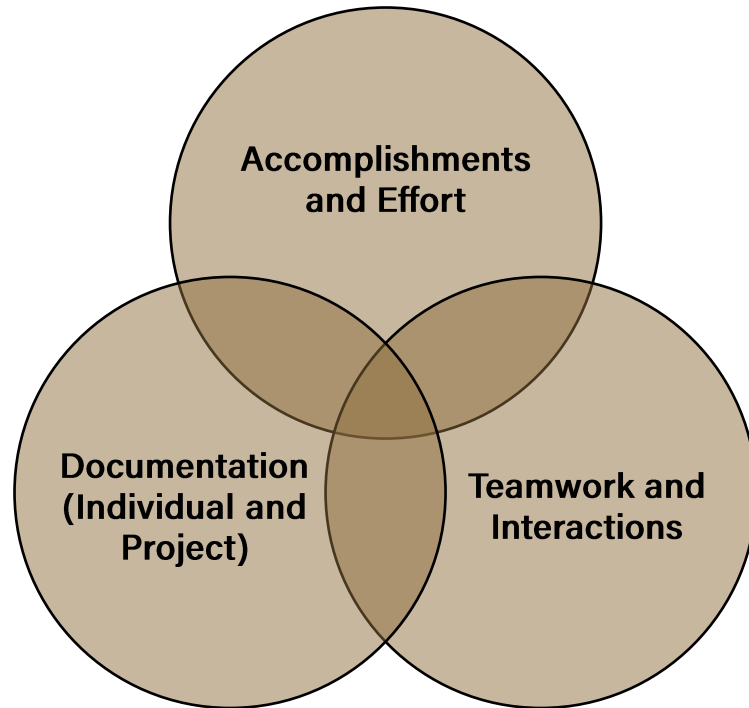
- **Two Brightspace sites:**
 - **PD (Professional Development):** Fall 2023 VIP PD - Merge
 - Includes all students and mentors in VIP
 - Course-wide communication
 - Professional Development Resources
 - Discussion boards
 - **Lab/Team:** Fall 2023 VIP *team* - Merge
 - Your VIP team specific info/assignments/expectations
 - 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

Grading Criteria

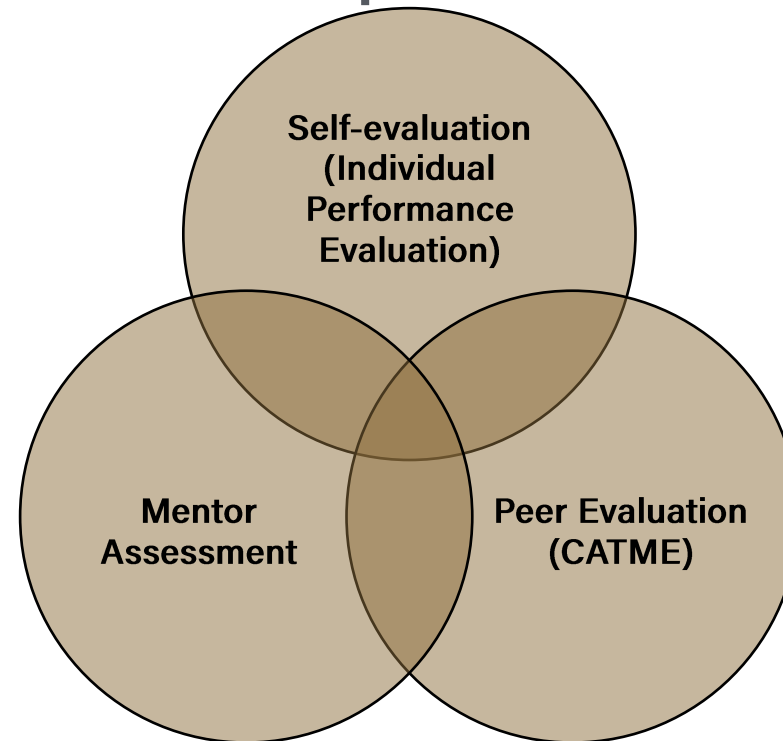
Grade	Description
A	Overall, the student's accomplishments and effort, documentation, and teamwork and interactions are excellent. All of the seven (7) requirements have been satisfied.
B	Overall, the student's accomplishments and effort, documentation, and teamwork and interactions are good. Six (6) of the seven (7) requirements have been satisfied.
C	Overall, the student's accomplishments and effort, documentation, and teamwork and interactions are adequate. Five (5) of the seven (7) requirements have been satisfied.
D	Overall, the student's accomplishments and effort, documentation, and teamwork and interactions are marginal. More than two of the seven (7) requirements are missing.
F	Overall, the student's accomplishments and effort, documentation, and teamwork and interactions are unacceptable. More than three of the seven (7) requirements are missing.

Assessment

Assessment Areas



Student's Contributions to Areas are Assessed from Multiple Perspectives



VIP Grading Process

Friday,
September
8th at
11:59 pm

At start of
semester

- Set expectations and goals
- Professional Development Plan

Friday,
October
6th at
11:59 pm

Mid-
semester

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

Friday,
December
8th at
11:59 pm

Final

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

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 2023 VIP PD – Merge” Brightspace under “Content -> Professional Development Resources”
 - Folder has 11 Tracks with multiple topics and activities within each track

Professional Development Resources

Tracks

- 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

PD Plan Update

Updated introductory questions to link to project goals

- What are the overall goals/objectives of the team you are on?
- What are the major deliverables for your project this semester?
- What professional development opportunities would help you achieve your project responsibilities? (in what areas do you want to focus that align with your teamwork and/or individual interests)?

Additional column in PD Plan Table:

Track/Topic**	Activity	Organizing unit	Date (of activity or expected participation)	How does this activity align with your individual and/or team objectives?
---------------	----------	-----------------	--	---

Professional Development Plan: Three (3) Required


Track/Topic*	Activity	Organizing unit	Date (of activity or expected participation)
1. PD (Required)	Welcome to VIP	VIP	This presentation/lecture
2. Communication (Required)	Research Expo - Abstract submission	OUR	October 16
3. Communication (Required)	Research Expo - Poster or Oral Presentation	OUR	In person November 14 th (poster) and November 15 th (research talks)

Only three (3) required for VIP 17911 and 17912 students

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)

PD Plan Example – Due September 8th in Team Brightspace

Track/Topic**	Activity	Organizing unit	Date (of activity or expected participation)	How does this activity align with your individual and/or team objectives?
1. VIP Resource (Required)	Introduction to VIP	VIP	Week 1	Include rationale here
2. Communication (Required)	Conference – Abstract submission	OUR	Due October 16th	
3. Communication (Required)	Conference – Poster Presentation	OUR	November 14	
4. Research/Design: How-to and Tools	Image Processing Analysis Tutorials (Parts 1 and 2)	VIP	September 7	
5. Research/Design: How-to and Tools	Watch “Git & GitHub Crash Course for Beginners” and comment on Discussion Board	VIP	By September 12	
6. Leadership & Management	Register for and attend Group Work PD Workshop	VIP	By September 21	
7. Ethics	Responsible Conduct for Research and comment on Discussion Board	VIP	By September 28	
8. Personal Development	Watch Markell Baldwin’s videos and comment on Discussion Board	VIP	By October 5	
9. Communication: Technical Writing	Abstract Writing – In Person Workshop	VIP	By October 12	
10. Communication – Posters	Register and attend Poster Presentation Practice Session	VIP	November 7	

Can deviate from plan; do not need to resubmit.

Suggested Approaches for....

Who?	Activities and how to find them
All Students	3 required: 1) Watch “Welcome to VIP” video available on Brightspace PD 2) Write an abstract/conference application and 3) Present project at a conference (or to external stakeholders)
New Students	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
Returning Students	Continue to attend in-person VIP workshops focused on Communication and utilize online PD modules, including Career Planning, Graduate School, Entrepreneurship, Intercultural Learning, etc. Branch out and find workshops, technical talks,tools etc. through professional societies, Graduate School, leadership initiatives, IDSI, developing resources for onboarding new members, etc.
Mentors	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.

Documenting Professional Development Opportunities

In Team Brightspace -> Course Tools -> Assignments

<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
<input type="checkbox"/>	Mid-Semester Individual Performance Evaluation (IPE) Due on Feb 24, 2023 11:59 PM		0/9	0/9	0/9
<input type="checkbox"/>	Mid-semester Peer Evaluation (CATME) Due on Feb 24, 2023 11:59 PM		0/9	0/9	0/9
<input type="checkbox"/>	Final Individual Performance Evaluation (IPE) and Professional Development Reflection (PDR) Due on Apr 28, 2023 11:59 PM		0/9	0/9	0/9
<input type="checkbox"/>	Final Peer Evaluation (CATME) Due on Apr 28, 2023 11:59 PM		0/9	0/9	0/9
<input type="checkbox"/>	Purdue Course Evaluation Due on Apr 28, 2023 11:59 PM		0/9	0/9	0/9
<input type="checkbox"/>	Graduate Mentor Evaluation Due on Apr 28, 2023 11:59 PM		0/9	0/9	0/9
	Professional Development Activities				
<input type="checkbox"/>	Professional Development Plan Due on Jan 20, 2023 11:59 PM		0/9	0/9	0/9

Complete "Text entry" per directions for each activity

Assignments > PD Activity 1 - Welcome Lecture

PD Activity 1 - Welcome Lecture

▼ Hide Assignment Information

Instructions

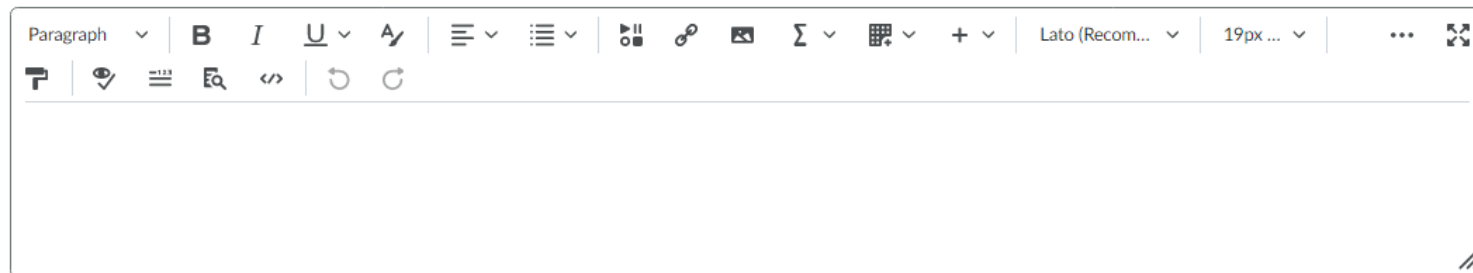
Indicate date completed, and three things you learned from this activity that can help you succeed in this course, your project or your life. You will be able to reference this info when completing your mid-semester and final individual performance evaluations (IPEs).

Due on Jan 20, 2023 11:59 PM

Submit

Text submission

Text Submission



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, lists, indentation, link, unlink, insert table, insert image, insert video, insert link, insert table of contents, and font settings (font family: Lato (Recom...), font size: 19px...). Below the toolbar is a large empty text area for entering the submission.

Submit

Cancel

8/23/2023

16

Simplicity

- <https://engineering-purdue-csm.symplicity.com>

Instructions:

Visit the [Symplicity site](#) 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.

Fall 23 PD Workshop Schedule				
1)			3 4 <ul style="list-style-type: none"> • Intro to Github(M) • Intro to Project Management(W) • Team Work(R) 	5 <ul style="list-style-type: none"> • Technical Documentation (M) • CAD Tutorial - 1 (W) • Managing Data with Python-1(R)
6 <ul style="list-style-type: none"> • Mature Project Coding Practices(M) • CAD Tutorial - 2 (W) • Managing Data with Python - 2 (R) 	7 <ul style="list-style-type: none"> • Intro to Optimization(M) • Pytorch Tutorial - 1 (W) • Web App Development with React - 1(R) 	8 FALL BREAK	9 <ul style="list-style-type: none"> • Pytorch Tutorial - 2 (W) • Web App Development with React-2(R) 	10 <ul style="list-style-type: none"> • Art of Persuasion(R) • Data Visualization (W) • Citation Management (M)
11 <ul style="list-style-type: none"> • Present your Project (W) • Graduate School Panel (M) • Graduate School Application Process (R) 	12 <ul style="list-style-type: none"> • Poster Design Working Session(W) 	13 RESEARCH EXPO	14 THANKSGIVING WEEK	15
16				

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 6th @ 11:59 pm EST

Senior design students will have different documents to upload.

1. List your individual accomplishments to date (can add/delete rows as needed):

Individual Accomplishments	Location of Evidence

2. List your individual accomplishments and achievements that you will complete by the end of the semester (can add/delete rows as needed)

Accomplishment to be completed	When will it be completed?

3. Professional Development

a. What Professional Development activities have you completed to date?

Professional Development Activity	Date Completed

b. Do you expect to follow your original plan or need to adjust?

- Describe anything that you are struggling with related to the project.
- Describe at least one of your strengths that has contributed to the team.
- Describe at least one of your weaknesses that you could try to overcome.
- Describe your impact on the project overall.
- Any additional comments you would like to add:

Have you met the following requirements?

Yes	No	Requirement
		Document individual contributions to the project and team to date in format as required by your project mentor(s).
		Contribute as appropriate to date to project documentation, presentations, publications, and/or poster.
		Complete Mid-Semester Individual Performance Evaluation (IPE) by Friday, October 7 th at 11:59 pm in Brightspace.
N/A	N/A	Complete Final Individual Performance Evaluation (IPE) and Professional Development Reflection (PDR) by Friday, December 9 th at 11:59 pm in Brightspace.
		Midsemester: Complete mid-semester peer evaluation of team members in CATME by Friday, October 7 th at 11:59 pm and indicate completion in Brightspace. Final: Completed mid-semester and final peer evaluations of team members in CATME by Friday, December 9 th at 11:59 pm and indicate completion in Brightspace.
N/A	N/A	Complete final Purdue course evaluations and submit screen shots of completion to Brightspace (due Friday, December 9 th at 11:59 pm).
		Submitted appropriate Professional Development plan and is on track to meet PD requirement? (Including the Welcome to VIP lecture by Friday, September 2 nd .)

N/A = Not applicable for mid-semester

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) – Due Friday, December 8th at 11:59 pm

Complete in Qualtrics (link is in assignment. You will be prompted to download a pdf of your responses, which you submit to Brightspace.

List of Accomplishments	
Accomplishment	Evidence
1	
2	
3	
4	
5	
6	
7	
8	

Will list accomplishments and learning from the semester

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.

Respond to questions which are similar to those in Mid-Semester Evaluation.

Final Individual Performance 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 on your PD Plan.

	PD Activities	
	Activity	Completion Date
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>

Final Individual Performance Evaluation

Self-reflection on progress made on each of the learning outcomes.

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.

	Completed	
	Yes	No
Document individual contributions to the project and team to date in format as required by your project mentor(s).	<input type="checkbox"/>	<input type="checkbox"/>
Contribute as appropriate to date to project documentation, presentations, publications, and/or poster.	<input type="checkbox"/>	<input type="checkbox"/>
Complete Mid-Semester Individual Performance Evaluation (IPE) by Friday, October 7th at 11:59 pm in Brightspace.	<input type="checkbox"/>	<input type="checkbox"/>
Complete Final Individual Performance Evaluation (IPE) and Professional Development Reflection (PDR) by Friday, December 9th at 11:59 pm in Brightspace.	<input type="checkbox"/>	<input type="checkbox"/>
Midsemester: Complete mid-semester peer evaluation of team members in CATME by Friday, October 7th at 11:59 pm and indicate completion in Brightspace.	<input type="checkbox"/>	<input type="checkbox"/>
Final: Completed mid-semester and final peer evaluations of team members in CATME by Friday, December 9th at 11:59 pm and indicate completion in Brightspace.	<input type="checkbox"/>	<input type="checkbox"/>
Complete final Purdue course evaluations and submit screen shots of completion to Brightspace (due Friday, December 9th at 11:59 pm).	<input type="checkbox"/>	<input type="checkbox"/>
Submitted appropriate Professional Development plan and is on track to meet PD requirement? (Including the Welcome to VIP lecture by Friday, September 2nd)	<input type="checkbox"/>	<input type="checkbox"/>

You are expected to have completed all 7 requirements

CATME: Dimensions of Teamwork



Teamwork Rating Scale

Score	Contributing to Team's Work	Interacting with Teammates	Keeping the Team on Track	Expecting Quality	Having Related Knowledge, Skills, and Abilities
5	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Motivates the team to do excellent work. Cares that the team does outstanding work, even if there is no additional reward. Believes that the team can do excellent work. 	<ul style="list-style-type: none"> 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	Demonstrates behaviors described immediately above and below.				
3	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Listens to teammates and respects their contributions. Communicates clearly. Shares information with teammates. Participates fully in team activities. Respects and responds to feedback from teammates. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Demonstrates sufficient knowledge, skills, and abilities to contribute to the team's work. Acquires knowledge or skills as needed to meet requirements. Able to perform some of the tasks normally done by other team members.
2	Demonstrates behaviors described immediately above and below.				
1	<ul style="list-style-type: none"> Does not do a fair share of the team's work. Delivers sloppy or incomplete work. Misses deadlines. Is late, unprepared, or absent for team meetings. Does not assist teammates. Quits if the work becomes difficult. 	<ul style="list-style-type: none"> Interrupts, ignores, bosses, or makes fun of teammates. Takes actions that affect teammates without their input. Does not share information. Complains, makes excuses, or does not interact with teammates. Is defensive. Will not accept help or a advice from teammates. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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

CATME Feedback

Contributing to the Team's Work

How You Rated Yourself			How Your Teammates Rated You		Average Rating for You and Your Team		Description of Rating	
							<ul style="list-style-type: none"> • 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. 	
	▶			▶			Demonstrates behaviors described immediately above and below.	
		▶					<ul style="list-style-type: none"> • 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. 	
							Demonstrates behaviors described immediately above and below.	
							<ul style="list-style-type: none"> • Does not do a fair share of the team's work. Delivers sloppy or incomplete work. • Misses deadlines. Is late, unprepared, or absent for team meetings. • Does not assist teammates. Quits if the work becomes difficult. 	

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.
 - Summary of progress
 - Results obtained (both quantitative and qualitatively)
 - Discussion (these are important, and often missed)
 - E.g, Are results expected? If not, why do they differ? If so, why did you expect them? How can they be explained and justified? Is there room for improvement? Are there issues? How can issues be overcome?
 - Demonstrated learning (these are important, and often missed)
 - Summary of what all you learnt as part of implementing/reading something? Was it intriguing, why? Was it obvious ? Why?
- Used as evidence of progress, protect Intellectual Property
- Critical for transition, onboard/offboarding of team members
- Code repository (e.g, Git)

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 8th at 11:59 pm in *Team Brightspace*.
4. Complete **mid-semester individual performance evaluation** by Friday, October 6th at 11:59 pm in *Team Brightspace*.
5. Complete **Final Individual Performance Evaluation & PD Reflection** by December 8th 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 6th at 11:59 pm and final peer evaluations due December 8th at 11:59 pm)
7. Complete **final Purdue course evaluation and submit screen shot of completion to *Team Brightspace*** (due Friday, Friday, December 8th at 11:59 pm).

Grading Criteria

Grade	Description
A	Overall, the student's accomplishments and effort, documentation, and teamwork and interactions are excellent. All of the seven (7) requirements have been satisfied.
B	Overall, the student's accomplishments and effort, documentation, and teamwork and interactions are good. Six (6) of the seven (7) requirements have been satisfied.
C	Overall, the student's accomplishments and effort, documentation, and teamwork and interactions are adequate. Five (5) of the seven (7) requirements have been satisfied.
D	Overall, the student's accomplishments and effort, documentation, and teamwork and interactions are marginal. More than two of the seven (7) requirements are missing.
F	Overall, the student's accomplishments and effort, documentation, and teamwork and interactions are unacceptable. More than three of the seven (7) requirements are missing.

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

Indicators (rate each indicator on a scale from 1 to 4, where 4 is "Excellent", 3 is "Good", 2 is "Adequate/Acceptable", and 1 is "Inadequate/Unacceptable")	Overall Rating for Outcome	Weight	Rating x Weight
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.		30%	
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.		15%	
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.		15%	
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.		10%	
v. An ability to communicate effectively with a range of audiences appropriate to this design experience in both a written report and oral presentation.		10%	
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.		10%	
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.		10%	
Total			

**Senior Design Presentation:
Will post online next week**

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 food or eating 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

Attendance

- You are expected to participate in all scheduled VIP team meetings (the lab portion of your VIP course), as well as any sub-team meetings.
- When conflicts or absences can be anticipated, such as for many University-sponsored activities and religious observations, you should inform the team mentors (instructors) and teammates of the situation as far in advance as possible.
 - You are responsible for knowing what occurred in that meeting (typically by discussing it with other team members) and how you can contribute to the project and team until the next meeting.
- If you are unable to contact your instructor and/or you have a university approved absence, you should contact or go to the Office of the Dean of Students website to complete appropriate forms for instructor notification.

Key Dates

Requirements due dates: Assignments in VIP Team Brightspace

- **Friday, September 8th at 11:59 pm:**
 - Professional Development Plan
- **Friday, October 6th at 11:59 pm: Mid-semester Assessment**
 - Mid-semester Individual Performance Evaluation (IPE)
 - CATME Peer Evaluation
- **Friday, December 8th at 11:59 pm: Final Assessment**
 - Final Individual Performance Evaluation (IPE) & PD Reflection
 - CATME Peer Evaluation
 - Purdue Course and Graduate Mentor Evaluations

Purdue Undergraduate Research Expo

- In person: November 14th (poster) and November 15th (research talks)
- Abstracts due: October 16th

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](mailto: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



Cyndi Lynch
Senior Program
Manager
clynch@purdue.edu



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

We've moved/are moving

VIP Admin offices have moved/are moving to Armstrong



THANK YOU!

HAVE A GREAT SEMESTER!

