About VIP
The Vertically-Integrated Projects (VIP) Program operates in a research and development context. Undergraduate students that join VIP teams earn academic credit for their participation in design/discovery efforts that assist faculty and graduate students with research and development issues in their areas of expertise. The faculty, staff, or graduate students who lead VIP teams are known as advisors.

The teams are:
- Multidisciplinary - drawing students from all disciplines on campus;
- Vertically-integrated - maintaining a mix of sophomores through PhD students each semester;
- Long-term - each undergraduate student may participate in a project for up to three years and each graduate student may participate for the duration of their graduate career.

The continuity, technical depth, and disciplinary breadth of these teams are intended to:
- Provide the time and context necessary for students to learn and practice many different professional skills, make substantial technical contributions to the project, and experience many different roles on a large, multidisciplinary design/discovery team.
- Support long-term interaction between the graduate and undergraduate students on the team. The graduate students mentor the undergraduates as they work on the design/discovery projects embedded in the graduate students' research.
- Enable the completion of large-scale design/discovery projects that are of significant benefit to faculty members' research programs.

In addition to the scheduled team meeting time each week, each project or sub-team will determine working times, designated as “sub-team meetings.” Students are responsible for participating in their team and sub-team meetings. If you miss any meeting, you are responsible for knowing what occurred in that meeting (typically by discussing it with other team members). An excused absence does not relieve you of that responsibility.

Course Administration Contact Information
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This Syllabus
Please note that this syllabus is the general VIP syllabus. If your VIP team has their own specific syllabus, it supersedes this document.
**Semester Overview**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity/Event</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>January 9 - 13</td>
<td>• Introductions.</td>
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<td>• Overview of teams’ work.</td>
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<td>• Discussion of semester goals.</td>
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<td></td>
<td>Wednesday,</td>
<td>Required VIP Student meeting 5:30 pm, EE 129</td>
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<td>January 11</td>
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<td>Week 2 - 4</td>
<td>TBD</td>
<td>• Complete VIP student pre-survey (required)</td>
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<td>• Professional Development sessions (see below)</td>
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<td>Week 7</td>
<td>February 20 - 24</td>
<td>• Complete and submit mid-semester individual evaluation</td>
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<td>• Mid-semester poster/presentation (date/time TBD)</td>
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<td>Week 14</td>
<td>April 17 - 21</td>
<td>• End of semester presentation (date/time TBD)</td>
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<td>• Complete VIP student post-survey (required)</td>
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<tr>
<td>Week 15</td>
<td>April 24 - 28</td>
<td>• Design notebooks and final reports due</td>
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<td>• Complete and submit final individual evaluation</td>
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<td>• Complete course evaluations (required)</td>
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<tr>
<td>Finals Week</td>
<td>May 1 - 5</td>
<td>No final. No assignments.</td>
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**Professional Development Opportunities**
Want to learn project management, leadership, communication, and other professional skills to be more effective in your VIP teams? Prof. Carla Zoltowski will be offering three professional development sessions. All are in EE 115 from 5:30 – 6:30 pm.

- Wednesday, January 18th: Project Management
- Wednesday, January 25th: Leadership
- Wednesday, February 1st: Managing Conflict and your Boss

**Grading**
The premise of VIP is teams working on projects. Much like a real-world engineering team, individual members work on different aspects of the project. Team members range from sophomores through graduate students, from first-time participants to students who have been involved for four or more semesters. Some students take the course for one credit, and others take it for two credits.

Your grade is based on three areas, along with three requirements. Although each student may work on different areas and contribute differently, you must show achievements in all three areas below.

1. Documentation and records
   a. Design Notebook
   b. Wiki/blog documentation if used by team
   c. Code (via Git) if used by team
2. Personal accomplishments and contributions to your team’s goals
   a. Quizzes, learning modules, essays, reports required by your adviser(s);
   b. Engagement in project;
   c. Pursuit of knowledge necessary for project;
   d. Contributions to the technical progress of the team;
   e. For more experienced members of the team, contributions to the management of the project may be expected.

3. Teamwork and interaction
   a. On-time attendance in meetings
   b. Actively contributes to overall team goals
   c. Coordinates activities with other team members
   d. Assists other team members
   e. Team presentation(s) and/or poster

4. As part of the assessment of the above, each student is required to:
   a. Maintain a design notebook, either paper or electronic as required by your advisor.
   b. Complete mid-semester individual evaluation
   c. Complete final individual evaluation

Performance assessment will be done once at mid-semester and again at the completion of the semester. The mid-semester assessment is advisory (formative).

| Accomplishments and effort: | _Overall_
|-----------------------------|-----------------------------
| __ Quantity of project accomplishments | __ Team/sub-team meeting attendance |
| __ Quality of project accomplishments | __ Team/sub-team meeting participation |
| __ Completion of team assignments | __ Contributes useful ideas |
| __ Initiative | __ Recognizes others ideas |
| __ Learning needed for the project | __ Focuses effort on achieving goals |
| **Overall** | __ Involves others in effort |
| **Document  1   tion:** | __ Assists others with their efforts |
| __ Individual documentation | __ Manages time and tasks well |
| __ Contributions to team documentation | __ Leadership skills |
| __ Use of appropriate tools (e.g., Git) | __ Communication skills |
| **Overall** | **Overall** |
**Academic Integrity and Professional Responsibility**

The VIP Program expects every member of the Purdue community to practice honorable, ethical, and professional behavior both inside and outside the classroom. In VIP, students are encouraged to work together and share information. When indicated, students and teams are allowed to modify previous versions of documents to be submitted for the current assignment. However, it is unacceptable for students to claim individual work that is not their own or to use sources without appropriate citation. It is also unacceptable for students to misrepresent information to their instructional staff, their team, and/or their client. In addition, misuse of VIP resources is considered dishonest. At the instructor's discretion, instances of academic dishonesty will result in a reduced score, a zero score, or a failing grade for the course. All occurrences of academic dishonesty will be reported to the [Office of Students Rights and Responsibilities](https://www.ossr.purdue.edu) (OSSR) and copied to their school. If there is any question as to whether a given action might be construed as academic dishonesty, please see the instructor or the teaching assistant before you engage in any such action.

**Students with Disabilities:**

Any student who feels s/he may need an accommodation based on the impact of a disability should contact his/her team advisor privately to discuss your specific needs. Also, the Disability Resource Center in room 830 Young Hall can assist in coordinating reasonable accommodations for students with documented disabilities.

**Labs and Facilities**

VIP has rooms and equipment that are shared by many VIP teams. In order to provide a good working environment, the following expectations apply to anyone with access to these rooms and equipment:

**Room Access & General Use**

- Access to VIP rooms is only given to registered VIP students. Students can only get the code through course instructor or Teaching Assistants (TAs). The code MUST NOT be distributed to anyone else.
- Students should only occupy the room for the purpose of VIP course.
- If an emergent administrative need arises that requires the use of a student-occupied room, students should leave the room in a timely manner.

**Room Maintenance**

- Users will maintain VIP rooms to an orderly condition. Tables should not be moved from their original position, and chairs should not leave the room. Tables should be wiped clean and all trash should be properly disposed of. Users should notify the TAs if the room is found in a disorderly state.
- Users should not store personal belongings in the room. Items found left will be disposed of on a regular basis.
- Food is allowed in the room, but food waste should be cleaned, liquid should be covered.
- Care must be taken to avoid damage or abuse to furniture and equipment. Any damage that occurs must be reported at the first opportunity to TAs. Any damage done to the room beyond “damage of common use” at the time of occupation is the responsibility of the student.
- Users should not remove or misuse any property in the room.
Safety & Security

- Room will automatically lock upon departure. Do not prop the door open at any time. Pay proper attention that the door is securely closed behind you.
- No personal belongings should be left in the room during times when the student is not present.

Many VIP teams also utilize advisors’ lab facilities which may have additional rules and expectations which you are expected to follow. Your VIP team advisor and staff will communicate those to you.