

## General VIP Syllabus

### Program Manager/Instructor/Lab Director

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### Expectations

- Safety
  - Work practices and attitude (including lab cleanliness)
- Professionalism
  - Complete tasks on time
  - Commitment to the operational success of the project
  - Follow protocol and directions
  - Provide a meaningful contribution
  - Responsiveness
  - Attendance and punctuality
  - Multi-year commitment
  - Happy smiley face – rising tide lifts all boats
- Time (Expected average weekly commitment 3 times the credit hours)
  - 1 Credits: 3 hours per week (ENGR 196, ENGR 296)
  - 2 Credits: 6 hour per week (ENGR 396, ENGR 496)
  - 3 Credits: 9 hours per week (EE 496, ME 213, ME 482)
  - 4 Credits: 12 hours per week (ME 481)
- Team Meetings
  - Program manager, team captains, and subsystems leads are responsible for organizing the official weekly meeting time that best accommodates all team member each new semester
- Documentation
  - Design notebook/journal
    - Detailed accounting of your design work and contributions (successes and failures)
    - Examples and information at: <http://vip.vcu.edu/Students/Design-Notebooks>
  - Website
    - Contribute to website/wiki
  - Formal Reports
    - Several formal reports that depend on the semester (Fall vs Spring) and the course you are registered for (e.g. EE 496 has a poster session and video, ME 213 has report requirements, etc.)
    - You are expected to contribute to other reports as necessary. (e.g. if an EE 496 or ME 481 student needs some background content.)
  - Final “Instruction Manual”
    - Teach the next generation why you did what you did and how to use or apply your contribution.
  - Oral Presentations
    - Several oral presentations (from formal to design reviews)

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### Credit

- Freshman
  - ENGR 196
    - Mostly just a resume builder, doesn't replace any degree requirements that I am aware of.
- Sophomore
  - ENGR 296
    - Direct replacement for EE 296
    - Combination of ENGR 296 and ENGR 396 over 3 semesters can count as a TE for ME students. (Cannot be taken simultaneously with ME 213 if you are also doing your ME 213 project with the VIP team.)
    - Other majors – I'm not sure, but willing to work with you
  - ME 213
    - Must take the official ME 213 course, but can do your project for the course with this project
    - Need at least 2-3 students
- Junior
  - ENGR 396
    - Direct replacement for EE 396, Generally requires two different semesters.
    - Combination of ENGR 296 and ENGR 396 over 3 semesters can count as a TE for ME students. (Cannot be taken simultaneously with ME 213 or ME 481/482 if you are also doing your projects in those courses with the VIP team.)
    - Other majors – I'm not sure, but willing to work with you
- Senior
  - ME 481/ME482
    - Take my section of ME 481/482 and work on the VIP project as your senior design project
  - EE 496
    - Generally you need two different semesters of credit
- Graduate
  - ENGR 496
    - Working on getting this accepted as an ME TE.

To apply:

For now email Dr. Trimble: [atrimble@hawaii.edu](mailto:atrimble@hawaii.edu)