VIP Syllabus

Grading
The premise of VIP is teams working together 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 two credits, and others take it for three credits.

To balance all of these considerations, your grade is based on both your team participation and your individual contribution; and is weighted by your experience. You must show achievements in all three areas below.

Documentation and records (35%)
- Design Notebook
- Website/Github documentation/Code
- Presentations
- Submitted academic paper
  - Conference or Journal paper submitted by the end of Finals week

Personal accomplishments and contributions to the team’s goals (35%)
- Weekly meetings (scheduled through google calendar);
  - Pursuit of knowledge necessary for project;
  - Contributions to the technical progress of the team;
- Engagement in project;
- For more experienced members of the team, contributions to the management of the project may be expected.

Teamwork and interaction (30%)
- On-time attendance in meetings
- Actively contributes to overall team goals
- Coordinates activities with other team members
- Peer Reviews (design, writing, etc.)
- Assists other team members
- Team Reports(s)
- Team Presentation(s)
- Peer Evaluations
  - Failure to complete the peer evaluation will result in a full letter grade deduction. Late submissions are not accepted.

1 Standards and Example design notebooks are available at: http://rip.eng.hawaii.edu/courses/me-481482-design-project-iii/, http://vip.gatech.edu/new/design-notebooks, and in Prof. Trimble’s office.
Performance Assessments

Performance assessment will be done once at mid-terms and again at the completion of the semester. The mid-term assessment is advisory.

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**Notes on Documentation**

### Notebook Maintenance
- The notebook does not have removable pages.
- Your name, your project's name, your contact info are recorded on the cover or inside of the cover.
- Each page is numbered and dated

### To-Do List Maintenance
Maintain check-boxes for items to be done that are then checked-off and dated when done.

### Meeting Notes
Detailed meeting notes that include check-boxes for items for which you are responsible and deadlines for your subteam and the overall team.

### Usability
Will your design notebook be of use to people who join the team later and need to refer to it? This includes legibility, intelligible technical and meeting notes, and overall organization.

### Overall
An overall rating of your notebook. (Detailed design notes, design decisions, copies of or pointers to code that you wrote, records of important websites, etc.)

### Online content
Online content refers to documentation produced online, either through the website or github.
Academic Honesty
You will not present someone else’s work as your own. You might be required to present group work as part of some team presentations, this is part of your global understanding of the project. However, whenever possible you should present your contributions during these presentations. This does not mean you shouldn’t use others work. You are encouraged to consult whatever sources are helpful in learning and understanding the issues associated with the material, but you should always provide appropriate references and citations where such material is included in your design notebook, programming code, presentations, etc.

Additionally, to provide a good working environment for all students, you’re expected to adhere to rules given here, posted, or disseminated in class. Academic Honesty is taken seriously and failure to follow these principles will result in disciplinary actions as given in the Student/Faculty Handbook.

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 rules apply to anyone with access to these rooms and equipment:

- The room priorities are:
  - Scheduled team meetings, lectures and learning modules
  - Video/Tele conferences
  - Weekly sub-team meetings
  - Other project-related work
- While these priorities indicate which events take precedence, a good neighbor policy on using the rooms applies. If you need to access computers, equipment, or work on project work in the room while other activities are going on (sub-team meetings, etc.), you are welcome to do so as long as it does not disrupt a scheduled activity. Similarly, multiple groups may use a VIP room at the same time. Also, where it does not disrupt one of the above uses, VIP participants may use the rooms for other activities such as studying.
- You must pass the safety training to access the lab. You must wear long pants and closed toed shoes in the lab at all times.
- Everyone is expected to pitch in to keep the rooms clean. Faculty/team advisors do not appreciate having to clean up after students. Food is allowed in the rooms provided any spills or messes created are cleaned up immediately. No open food overnight.
- The rooms have equipment both for general use and for specific teams. You should not use team-specific equipment except for the designated purpose. If you are uncertain whether the equipment is available for general use then you need to determine that it is available and appropriate for you to use before using the equipment. Some equipment may pose hazards if used inappropriately!
- Equipment may not be removed from a VIP room without filling out a written record approved by the appropriate team advisor.
- You will be responsible for the replacement cost of any equipment not returned in good condition.
- You must be sure you know how to operate the equipment safely. Written approval to use the equipment does not indicate that the team advisor has reviewed equipment use and safety. You are responsible for knowing the hazards and safe operation of any equipment you use.