VIP Syllabus & Rules

This syllabus is the default for VIP projects, and may be modified by individual team mentors (project advisors). Your individual project advisor should provide you with

1) Team meeting location(s)
2) Advisor contact information (office, phone, email)
3) Office hours
4) Team charter – Areas in which your team efforts need to focus.

Additionally, during your first meeting your group will determine some working time, designated as a “sub-team meeting”. You are responsible for participating in your 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.

Schedule: Team Meetings

Week 1: Introductions.
   Overview of team’s work.
   Discussion of semester goals.

Week 2:
   Sub-team selections finalized by end of meeting (where appropriate)
   Sub-team meeting times finalized

Mid-Term:
   Design notebooks collected for mid-term advisory grading
   Peer evaluations to be completed online

Dead week:
   Final presentation (during last scheduled class)
   Peer evaluations to be completed online
   Design notebooks collected for final grading.

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 project for a different number of credits.

Your grade is based on three areas:

1) Personal accomplishments and contributions to your teams goals
   a. This may include quizzes, essays, reports required by your adviser(s)
   b. It will include your contributions to the technical progress of the team
   c. For more experienced members of the team, contributions to the management of the project may be expected

2) Teamwork

3) Documentation and records
Although each student may work on different areas and contribute differently, you must show achievements in all three areas.

The attached performance assessment will be done once at mid-terms and again at the completion of the semester. The mid-term assessment is advisory. You should review the performance assessment sheets in detail to determine the grading criteria.

**Academic Honesty:** The main principle in VIP academic honesty is that you will not present someone else’s work as your own. Tests and specific assignments (homework, lab assignments, etc) must be your own work. For other 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:

1) The room priorities are:
   a. Scheduled team meetings and lectures/learning modules
   b. Weekly Sub-team meetings
   c. 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 (team meetings, etc), you are welcome to do so as long as it does not disrupt the schedule activities. Similarly, multiple groups may use a VIP room for other project related work. Also, where is does not disrupt one of the above uses, VIP participants may use the rooms for other activities such as studying.

2) 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. Gum is a particular problem especially in carpeted rooms. Do not place used gum anyplace other than wrapped in a trash can!

3) The rooms have equipment both for general use and for specific teams. General use equipment includes the projector in Klaus 1440, and the display in VL 465. Other equipment may be general use or dedicated to a team specific purpose (some equipment may be general use one semester and assigned to a team another semester). 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!
a. Equipment may not be removed from a VIP room without filling out a written record approved by the appropriate team advisor.

b. You will be responsible for the replacement cost of any equipment not returned in good condition.

c. 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.

4) Computer accounts are issued for your use only. You may not share computer accounts with anyone else, even another team member. All computer usage is subject to rules and policies of Georgia Tech, the University System of Georgia Board of Regents, and the State of Georgia. Additionally, you are expected to be considerate of other users. Computer permissions are not authoritative. For example, just because you have file access to something does not indicate that it is appropriate for you to read or modify that file.

5) Buzz-card access to VIP facilities is a privilege contingent on abiding by the above rules. Buzz-card access is logged. Be aware that if there is a problem (theft, vandalism, or simply a mess left in a room), the logs will be consulted. Do not allow unknown people to access VIP facilities. Be sure to secure the facilities (i.e., close the door) when you leave.

**Education Research:** The instructors of this course are conducting research that involves the collection of course artifacts (examples of work that students complete and submit). As part of this research, the instructors may correlate these artifacts with student data such as standardized test scores (SAT or ACT for example), grades in previous courses in high school or college, and demographic information. Students are free to “opt out” of this research and not have their artifacts included as well as to have their individual information excluded from the student data that is collected. If you do not wish to participate in this research, send an email jmelkers@gatech.edu and copy the GA Tech IRB at IRB@gatech.edu to opt out. Please let the instructor know if you have any questions.