CE391, CS391, EE391, ME391 – Introduction to Capstone Design

SYLLABUS

January 24th – Class 1: Introduction
Buckley Auditorium 7:10pm
- Capstone Process Overview from Spring 2018 to Spring 2019
- Student Proposal Process – Please contact Kate Rohl if you would like to propose a project
- Intro to Capstone Class Schedule

February 21st – Class 2: What to expect from 483/484
Buckley Auditorium 7:10pm
- 7:10- 7:30pm - EGR 483/484 (Multi-disciplinary projects) – Chris Galati
- 7:30-8:30pm - Breakout Sessions by Discipline
  - CE: Dr. Inan – Meet in Franz Hall 120
  - CS: Dr. Nuxoll – Meet in Shiley 120 – Makerspace
  - EE: Dr. Albright – Meet in Shiley Conference Room
  - ME: Dr. Symons – Stay in Buckley Auditorium

March 7th – Class 3: Skills forms for project preference
Buckley Auditorium 7:10pm
- Skills Form (Completed IN CLASS) to match students to projects:
  - Capabilities – What will you bring to your team?
  - Areas for Development – What would you like to learn or get better at?
  - Category of Interest – What type of project would you like to work on?
  - Type of Customer – Who would you like to work for?

April 4th – Class 4: Student Panels
Buckley Auditorium 7:10pm
- Current Seniors will present about best practices and lessons learned
- Q&A

April 18th – Class 5: Team Meetings, Project Charter, Budgets and Paperwork
Buckley Auditorium 7:10pm
- Project Charter to include: Roles and Responsibilities, Schedule
- Initial Budget Determined based on anticipated prototyping costs, travel expenses, other
- Master Agreement Release Forms – For EXTERNAL Projects

CONTACT:
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University of Portland’s Code of Academic Integrity

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Assessment Disclosure Statement
Student work products for this course may be used by the University for educational quality assurance purposes.

Accessibility Statement
The University of Portland endeavors to make its courses and services fully accessible to all students. Students are encouraged to discuss with their instructors what might be most helpful in enabling them to meet the learning goals of the course. Students who experience a disability are also encouraged to use the services of the Office for Accessible Education Services [AES], located in the Shepherd Academic Resource Center (503-943-8985). If you have an AES Accommodation Plan, you should make an appointment to meet with your faculty member to discuss how to implement your plan in this class. Requests for alternate location for exams and/or extended exam time should, where possible, be made two weeks in advance of an exam, and must be made at least one week in advance of an exam. Also, you should meet with your faculty member to discuss emergency medical information or how best to ensure your safe evacuation from the building in case of fire or other emergency.

Mental Health Statement
As a college student, you may sometimes experience problems with your mental health that interfere with academic experiences and negatively impact daily life. If you or someone you know experiences mental health challenges at UP, please contact the University of Portland Health and Counseling Center in Orrico Hall (down the hill from Franz Hall and Mehling Hall) at http://www.up.edu/healthcenter/ or at 503-943-7134. Their services are free and confidential, and if necessary they can provide same day appointments. In addition, they make after-hours phone counseling available if you call 503-943-7134 and press 3 outside of business hours. Also know that the University of Portland Public Safety Department (503-943-4444) has personnel trained to respond sensitively to mental health emergencies at all hours. Remember that getting help is a smart and courageous thing to do – for yourself, for those you care about, and for those who care about you.

Non-Violence Statement
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The Learning Commons
The Learning Commons, located in Buckley Center 163, offers a variety of peer tutoring programs that facilitate your active learning and mastery of skills and knowledge. For questions about the Learning Commons, please send all correspondence to Jeffrey White, Administrator, at white@up.edu. The Learning Commons is a program of the Shepard Academic Resource Center.