

2020 Annual Senior Design Conference

10:00 am - 3:00 pm, Friday, May 1, 2020

Online via Blackboard Collaborate

Instructions for Senior Design Conference

Senior Design Teams:

Preparation

- Each session will be held virtually using Blackboard Collaborate. A practice link was sent to all senior design students to help prepare. Students should complete at least 1 practice trial with your senior design instructor. **The conference session link will be emailed to all senior design students and senior design faculty by April 17th so each team can be prepared and feel comfortable using Blackboard Collaborate.** Every student will need to make sure they have a computer with a web cam and a microphone to be able to present their work. **A link will also be provided to the moderators, and the judges by Friday April 17th to ensure there are no issues on their end.**

Abstracts

- To inform the public before the conference, we are asking for project abstracts from each team. These abstracts will be displayed on the College of Engineering website prior to the conference for public reference. These abstracts will also be shared with the judges at least 1 week before the conference for them to become familiar with each project. These abstracts will be limited to 100-200 words and should also include the name of the project, and the team members. **The senior design students are to email them to your Senior Design faculty by April 22nd. A format to use was provided to the senior design faculty. A list of team member names will also need to be submitted to the senior design faculty.**

Presentations

- Each senior design team shall give a PowerPoint presentation and all members are required to participate in a significant speaking role. Each team will be presenting to judges, senior design faculty, moderator, and a moderator assistant. **We are asking that all senior design teams send their completed PowerPoint presentation to their senior design faculty and to Mr. Austin McCoy by April 27th.** The moderators will upload the presentations into Blackboard Collaborate and when presenting each team will ask the moderator to go to the next slide each time they are done with the current slide. It is important to practice your presentation so each student knows what they will present and who will present next.
- Each team is scheduled for 30 minutes. Plan for a 20-minute PowerPoint presentation, 5 minutes for questions and 5 minutes for judges to complete their assessments and transition to next group. Teams that go over 20 minutes on the presentations will be cut off by the session moderator. Each team will receive a 2 minute warning to wrap up their presentation.

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- Professional attire is required - Alumni, industry representatives, and faculty will serve as the judges for the sessions so treat this as if they were here in person. This is a great networking opportunity. This will be recorded for ABET purposes so you want to look your best.

On the day of the conference please sign on to your Blackboard Collaborate link at your set time. When you sign in make sure you put your name and your session number from the schedule (i.e. CH1 or EE3 etc.) We will be very strict about the timing of each session. Once your presentation and questions are over then make sure you leave the session so we can prepare for the next student team presentation.

Senior Design Faculty:

Preparation

- Your Senior Design students are expected to be prepared to present at the conference. I will be sharing the link with you by April 17th so you can practice with your students. Please ensure that your students are prepared and familiar with the Blackboard Collaborate system. We will not be having any posters or prototypes on display. Please plan pre-trials of the session and make sure everything works great. You will be sent the Blackboard Collaborate session links to work with your students. It is very important that your students are familiar using Blackboard Collaborate and all technical issues are taken care of before the conference. The moderator will be recording the sessions so these will be available after the conference. During the questions portion of each presentation, you are more than welcome to ask questions as well. If you have any questions about the process, please contact Austin McCoy.

Senior Design Judges

Timing and Assessments

- Thank you all for your willingness to serve as a judge for this year's Senior Design Conference. On behalf of the Frank H. Dotterweich College of Engineering, we greatly appreciate it. Due to the COVID-19 pandemic, we are going to hold the projects sessions virtually through Blackboard Collaborate. As a judge your role is very important to help the college with assessing the effectiveness of its programs to meet ABET accreditation standards. I will be sharing a link with you all at least a week before the conference to become familiar with the Blackboard Collaborate program. I will be sharing the conference schedule with you as well so you are aware of each project. Each session will be 30 minutes in total wherein each senior design team will have 20 minutes to present and then there will be 5 minutes for questions, and then the last 5 minutes will be for submitting your online assessments. The online assessments link will also be shared with you prior to the conference to be familiar with that process as well. This will also be sent to you as a QR code so if you wanted to complete this on your cell phone. Make sure you download a QR code reader app on to your phone before the conference. Once you download this QR code

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reader app, then please practice scanning the QR code to ensure your phone takes you to the correct link to complete the assessment. You will be provided this code again after every presentation. You will be given the pdf version of the assessment prior to the conference to aid in judging as the students present. It is important though that the online assessment must be completed for each team. Once you complete these assessments then the data will be stored to be able to pull reports for ABET accreditation purposes. The moderator assistant will make the announcement after every session to complete your assessments of each project. The first session will begin at 10:00am and will go on until noon. There will be a break until 1:00pm. The afternoon session will begin at 1:00pm and will continue until around 3:00pm for most of the sessions.

Moderators

Timing

- As a moderator, your job is to make sure that each presentation stays within the allotted time, and to help keep the flow of each session going. During the last 5 minutes of each session, the judges are to submit their assessments. It is important these are completed. You are to ensure that each session transitions smoothly. You will be responsible for recording the sessions as well as being responsible for clicking through each presentation when each student says “next slide”.

Structure

- You will also be given the Blackboard Collaborate link for your assigned room before the conference to become familiar with it and work out any issues. You are responsible for sharing the combined PowerPoint file for your room, which will include all senior design teams’ presentations for that day. You should open the PowerPoint document first before sharing it on Blackboard Collaborate. You will have a moderator assistant to assist with organizing the session. Please work with them to figure out the best way to go about organizing the sessions for the day of the conference. Being organized in how the sessions will flow, how to let the students know how much time remains in each session, and making sure all judges have completed each session in its entirety are key components of a well-organized conference. You will get a team list with the names of each of the members for your sessions. This will aid in knowing if all team members are on time for their scheduled presentation time.

Moderator Assistants

Organization

- Your role is to assist the moderator with each session which includes helping them keep the allotted time for each presentation and help them to ensure that each session flows smoothly, keep structure, and helps to troubleshoot any issues that occur. Moderator assistants will be responsible to ensure that the judges are aware of the ABET assessments and when to complete them. Moderator assistants will make the announcement with two minutes left of each presentation. They will also make the announcement to the judges

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after each 20 minute presentation to begin asking questions for 5 minutes and in the remaining 5 minutes to complete the assessment for that project.

Contact Information

If you have any questions, please contact:

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