# 2025 Annual Senior Design Conference
### 9:30 am - 3:00 pm, Friday, May 2, 2025,
### Engineering Complex

## Instructions & Expectations for the Senior

## Design Conference

## <u>Senior Design Teams:</u>

### <u>Registration</u>

- <u>All Senior Design students must register for the conference</u>. Mr. McCoy will visit all senior design classes after Spring Break to register students for the conference and gather ring sizes for the Senior Reception. **Registration must be completed by Friday, April 18, 2025.**

### <u>Abstracts</u>

- To inform the public before the conference, we ask each team for project abstracts. 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 to familiarize them with each project. These abstracts will be limited to 150-250 words and should also include the project's name and the team members. **The senior design students are to email them to their instructor by March 24th, and then the instructor will gather them all and send them to Austin McCoy. A format to use was provided to the senior design faculty. A list of senior design projects with the names of each student on the team will also need to be sent to Mr. McCoy.**

### <u>Presentations</u>

- Each senior design team shall give a <u>PowerPoint presentation,</u> and all members are required to participate in a significant speaking role. Each team will be presenting to judges, senior design faculty, a moderator, and a moderator assistant. Each team should load your PowerPoint file on the computer in your session's presentation room between **8:30 am** and **9:30 am**. The teams should load their presentations for the afternoon sessions between **12:15 pm** and **12:45 pm**. I am also asking the students to bring a copy of their presentation on a jump drive as a backup.

- Each team is scheduled for 30 minutes. Plan for a <u>20-minute</u> PowerPoint presentation, 5-7 minutes for questions and 3-5 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.

# 2025 Annual Senior Design Conference

### 9:30 am - 3:00 pm, Friday, May 2, 2025,
### Engineering Complex

- Posters/Prototypes. **Students are permitted to** display their prototypes or display their projects. **If you plan to display your prototype, please contact Mr. McCoy by Friday, April 18, 2025. To better display your project, teams with a prototype can complete a poster. Any other posters are not to be done this year.** Prototypes and posters should be displayed with sufficient information to provide context to your design and identify your team. Prototypes should be on display by 9:00 am the morning of the conference and remain on display until the conclusion of the conference (around 5:00 pm). The college will provide stands and boards to clip posters onto. The dean's office will provide more specific instructions when you register your intent to display a prototype.

- Professional attire is required. Alumni, industry representatives, the local community, and the campus community will be in attendance. This is a great networking opportunity. It will be recorded for ABET purposes, so you want to look your best. We will be very strict about the timing of each session. Once your presentation and questions are over, 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. Please plan pre-trials for the sessions and make sure all teams are prepared and stay within the allotted time. The moderator assistant will record the sessions, so they will be available after the conference. You are more than welcome to ask questions during the questions portion of each presentation. 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. As a judge, your role is very important to help the college assess its programs' effectiveness to meet ABET accreditation standards. Judges will be allowed to judge virtually or in person. I will share a Zoom link with the judges who would prefer to judge virtually at least a week before the conference to ensure audio and video issues are resolved. I will also share the conference schedule with you, 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 5-7 minutes for questions, and then the last 3-5 minutes will be for submitting your online assessments.

# 2025 Annual Senior Design Conference
### 9:30 am - 3:00 pm, Friday, May 2, 2025,
### Engineering Complex

This assessment will be sent to you as a QR code, so if you want to complete this on your cell phone. Make sure you download a QR code reader app onto your phone before the conference. Once you download this QR code 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 with this code again after every presentation. You will be given the rubric to assist in judging prior to the conference to aid in judging as the students present. There will be plenty of copies of the rubric in each room. It is important, though, that the online assessment must be completed for each team. After every session, the moderator will make an announcement to complete your assessments of each project. The morning session will begin at 10:00 am and will go on until noon. There will be a break until 1:00 pm. The afternoon session will begin at 1:00 pm and go until 3 pm.

# Moderators

### Timing

- As a moderator, your job is to ensure that each presentation stays within the allotted time and to help keep the flow of each session going. The teams will have 20 minutes for the presentation, and then the judges will have 5-7 minutes to ask questions. During the last 3-5 minutes of each session, the judges are to submit their assessments. It is important that these are completed. You are to ensure that each session transitions smoothly.

- 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. There will be lunch at 12 pm and it's important to make sure the sessions start up again at 1:00 pm sharp.

# 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 helping them to ensure that each session flows smoothly, keeps structure, and helps to troubleshoot any issues that occur. Moderator assistants will be responsible for ensuring 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. You will be given both a 5-minute card and a 2-minute card to hold up to inform each team of their time. Your role also is to make sure all presentations are recorded on Zoom. The Zoom links will be shared with you all prior to the conference. You all should be the cohosts for your assigned session. Please sign on to Zoom before the first presentation begins and make sure it is signed on and recorded after lunch.

# 2025 Annual Senior Design Conference

**9:30 am - 3:00 pm, Friday, May 2, 2025,**
**Engineering Complex**

## <u>Contact Information</u>

If you have any questions, please contact:

Austin McCoy, Director, Javelina Engineering Student Success Center
College of Engineering
kujam009@tamuk.edu
(361) 593-2799