

2024 Annual Senior Design Conference

9:30 am - 3:30 pm, Friday, April 26, 2024

Engineering Complex

Instructions for Senior Design Conference

Senior Design Teams:

Registration

- All Senior Design students must register for the conference so we know how many we will have for lunch and to be able to plan better. Mr. McCoy will visit all senior design classes to register students for the event immediately after Spring Break. **Registration must be completed by Friday, April 19, 2024.**

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 200 words and should also include the name of the project, and the team members. **The senior design students are to email them to Mr. Austin McCoy by March 25th to austin.mccoy@tamuk.edu. A format to use was provided to the senior design faculty. A list of team member names will also need to be submitted to Mr. McCoy.**

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. Each team should load your PowerPoint file on the computer in your session's presentation room between **8:30 am** and **9:30 am**. For the afternoon sessions, the teams should load their presentations 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 20-minute 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.

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- Posters/Prototypes. **Students are permitted to** display their prototype or display of their project. **If you plan to display your prototype, please contact the Mr. McCoy by Friday, April 19, 2024. To better display your project these teams who have a prototype are allowed to 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. More specific instructions will be provided by the dean's office 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. This 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 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. Please plan pre-trials of the sessions and make sure all teams are prepared and they stay within the allotted time. The moderator assistant 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. As a judge your role is very important to help the college with assessing the effectiveness of its programs to meet ABET accreditation standards. Judges will be allowed to judge virtually or in person. I will be sharing a zoom link with the judges who would prefer to judge virtually at least a week before the conference to make sure audio and video issues are worked out. 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 5-7 minutes for questions, and then the last 3-5 minutes will be for submitting your online assessments.

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This assessment will 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 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 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. The moderator 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 there will be a 30-minute snack break at 2:30pm. This will give you time to look at some of the posters that some of the teams of done along with any prototype they have on display. The rest of the sessions will begin again at 3pm and will continue until around 5:00pm.

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. The teams will have 20 minutes for the presentation and then the judges will have 5-7 minutes to ask questions then during the last 3-5 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 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 a lunch at 12pm and then a snack break at 2:30pm so its important to make sure the sessions start up again at 3:00pm 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 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

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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 2minute card to hold up to inform each team of their time. Your role also is to make sure all presentations are being recorded on Zoom. The zoom links will be shared with you all prior to the conference. You all should be the cohost for your assigned session. Please sign on to zoom before the first presentation begins and also make sure its signed on and recording after lunch, and after the snack break.

Contact Information

If you have any questions, please contact:

Austin McCoy, Director
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College of Engineering
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