

ENGI-8700 COURSE GUIDE

FOR STUDENTS AND CLIENTS

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For more information

This guide has been prepared for use in the senior civil engineering design course ENGI-8700 offered through the Faculty of Engineering and Applied Science at Memorial University. For general information about this course or others offered at Memorial the university calendar may be consulted online at www.mun.ca Further resources are available on the Faculty website: www.engr.mun.ca and the instructor's website for the course: www.engr.mun.ca/~sbruneau/project

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COURSE INTRODUCTION

Description of Civil Engineering

Civil Engineering deals with the design and construction of the built environment in which people live. Virtually all spatially large infrastructure is considered part of the civil discipline; including roads, buildings, bridges, water supplies and sewage disposal systems. The latter elements are said to have saved more lives and improved living standards for more people than any other achievement in human history. Today many sub-disciplines exist under the civil banner as the breadth and complexity of the built human environment expands rapidly. Environmental, geotechnical, structural, transportation, water resources, materials, coastal, surveying, urban planning and construction engineering are the primary branches of civil engineering today.

Course Summary

The project course ENGI-8700 Civil Engineering Design runs from the first or second week in January to the end of the semester usually the first week of April – a span of approximately 13 weeks. The course is one of five that the students take in their eighth and final academic semester of the undergraduate bachelor of engineering co-op program at Memorial. There is an instructor for the course with the responsibility of arranging projects, clients, class meetings, guest lectures and presentation forums. Some project management instruction and guidance is also provided by the instructor though it is not possible or desirable to be intimately involved in any one, or all projects. The instructor must objectively evaluate all students individually and as a group according to the rules described in this *Course Guide*. The client interacts directly with the course instructor on all administrative matters but otherwise follows the schedule of activities as listed in the Course Timeline of this Guide.

Purpose of the Course

The civil engineering design course ENGI-8700 is intended to expose students to, and educate them in, the professional practice of civil engineers in society. Students in their final semester before graduation have the theoretical and academic foundation required to practice but require exposure to, and mentoring from, those with experience. In this way the course repeats an age old tradition of apprentice-like contact education, providing continuity and knowledge transfer across generations.

Method of Delivery

The students participating in the course are placed in groups of four that compete for projects offered by practicing civil engineers from the community. The students are essentially viewed as “consultants” to the practicing engineer “client” as it is the desire to approximately simulate a typical commercial undertaking. After the matching process the student consulting groups prepare a detailed execution plan for their client in which tasks are identified, persons and resources are assigned and a schedule is proposed. Regular weekly meetings with the client and course instructor, and the requirement for personal and group record keeping help keep the projects on track. The two significant course milestones include the mid term progress report and presentation, and the final report submission and presentation. Feedback from clients contributes towards the awarding of the Wally Campbell Prize for best project, and the CSCE prize for best project presentation.

Evaluation

ENGI-8700 is focused on professional practice and not specialization, thus the student's accommodation of clients and their collegial respect for the course objectives and all participants will reflect positively on their overall course evaluation. Students are evaluated on both an individual and group basis, for written and presented materials, and, in their professional conduct throughout the semester. Professional conduct includes punctuality, participation, communication, objectivity, discipline, reliability and other desirable traits, and is judged by clients, instructors, faculty advisors and peers.

Use of this Guide

This *Course Guide* is to be used as a common reference document for both students and clients. It lists the course requirements, milestones, deliverables, rules, expectations, and marking scheme. It describes the unfolding of events chronologically and the rationale behind them. It is also intended as a reference for student deliverables as samples and templates of common forms and documents are provided. All clients and students are to be given a copy of this guide prior to the commencement of the course.

COURSE TIMELINE

The timeline for ENGI 8700 is provided in the table below, and illustrated on the calendar for the year 2008. In addition to the activities noted in the table are regular class meetings, group meetings, guest lectures and field trips. Students are required to participate in these also. Details of the schedule will be finalized within the first week or two of the term when all other course and lab assignments are known.

Activity Timeline for ENGI 8700

(slightly varies with calendar year to year)

Timeline	Student Activity	Client Activity
Months Prior	Provide list of sub discipline interests	Provide written project description and student requirements
Week 1 in January	Student grouping announced, groups prequalify clients, groups develop Statement of Qualifications (SOQ)	
Week 2	Submit SOQs, attend match night (interviews & first meeting with client)	Review SOQs, Attend match night (present project interview groups, have first meeting with match group)
Week 3	Project work	Regular meeting with students
Week 4	Submit work plan	Regular meeting with students
Week 5	Project work	Regular meeting with students
Week 6	Project work	Regular meeting with students
Week 7	Term break, submit progress report, give presentations	Attend Progress Report Presentations (optional) Provide feedback to instructor
Week 8	Project work	Regular meeting with students
Week 9	Project work	Regular meeting with students
Week 10	Project work	Regular meeting with students
Week 11	Project work	Regular meeting with students
Week 12	Project work	Regular meeting with students
Week 13 in April	Submit final report, final presentations, individual binders	Attend final presentations, provide feedback to instructor

January 2008

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
			5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2008

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2008

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2008

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2008

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2008

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DESCRIPTION OF COURSE ACTIVITIES

Prior to Semester:

Student Survey

Students are surveyed towards the end of academic term 7 to obtain an indication of their professional interests and preferred sub-disciplines for the projects in the upcoming academic semester. Students are requested to identify in order of preference three sub-disciplines from the following list:

- Environmental
- Geotechnical
- Structural
- Transportation
- Water resources
- Materials
- Coastal and Ocean
- Project Management and planning
- Materials and Other

Project Solicitation

In the months leading up to the commencement of the course the instructor solicits for the participation of clients using the distribution of class interests as a guide in the search. Interested clients usually identify an ongoing commercial project, often one in the proposal, planning or early development phases that would be suitable for offering. Suitability is based on the topic, level of complexity, access to required information and resources, confidentiality, and in some instances location and imposed scheduling constraints. The client search and selection is finalized once the number of confirmed participants matches the number of student groups proposed. Each client then prepares a brief outline of their project and the requirements or responsibilities of the student groups.

Group Selection

Just prior to the commencement of the semester students are arranged into groups by the course instructor in consultation with other professors. The groups are selected on the basis of individual's expressed interests, and, track record according to the knowledge of the professors. After group lists are announced at the start of the term there is an opportunity for students to appeal the selection and change groups for well-founded reasons. This practice of group selection has proven to be the least troublesome and most efficient for participating students and course instructors.

Commencement of Course:

Kickoff meeting between instructor and students

The course is assigned one regular lecture slot and one afternoon lab slot and so at the first opportunity at the outset of the term the class first meets the instructor and student groups are announced. This is followed by a summary of the client projects, the schedule for the semester and a review of this, the *Course Guide*.

Students meet and plan Interview strategy

Subsequent to the kickoff class, student groups meet for the first time amongst themselves as "consultants". Typically they discuss their individual interests and the apparent strengths of their group. At this time groups may appoint members temporarily into the positions of Chair and Secretary. Groups would then review all client project submissions and identify those that most interest them and agree on a strategy for obtaining client interviews. A strategy is required because each group will be required to select interviews with exactly one half of the clients in a procedure described below. This approach recognizes the interest of some groups to specialize yet preserves the uncertainty of success in a particular area, and therefore the need to be flexible.

Student Groups Selection of Preferred Clients

The interview schedule is developed by the students in a classroom exercise called "the Prequal" (client prequalification). The procedure for the Prequal is illustrated in the chart at right. For the first round of interviews student groups select their preferred clients. The order in which groups make their selection is determined randomly in the first round but is then reversed in the second round and so on. In this way, latter groups in one round must choose from amongst the few remaining clients for that interview time slot, but in the next round are free to choose from the many available. As selections are made group names are entered until the interview schedule is complete. Note that if there is an odd number of rounds then for the last, the order

Selection of Client Interviews " The Prequal "										
Illustration of Class Procedure										
Interview Time	client 1	client 2	client 3	client 4	client 5	client 6	client 7	client 8	client 9	client 10
Round 1 8:00 PM	C	H	J	D	B	G	A	E	F	I
Round 2 8:10 PM	H	G	D	A	C	J	I	F	B	E
Round 3 8:20 PM	etc	...								
Round 4 8:30 PM			...							
Round 5 8:40 PM										

Round 1 Order			Round 2 Order			Round 3	
Pick	Random*	Choice	Pick	Reverse*	Choice	Same order as Round 1	
1st	Group B	client 5	1st	Group G	client 2		
2nd	Group H	client 2	2nd	Group D	client 3	Round 4	
3rd	Group J	client 3	3rd	Group E	client 10	Same order as Round 2	
4th	Group A	client 7	4th	Group F	client 8		
5th	Group I	client 10	5th	Group C	client 5	Round 5	
6th	Group C	client 1	6th	Group I	client 7	New Random Order	
7th	Group F	client 9	7th	Group A	client 4		
8th	Group E	client 8	8th	Group J	client 6		
9th	Group D	client 4	9th	Group H	client 1		
10th	Group G	client 6	10th	Group B	client 9	Finalize trading	

* The order shown is for illustrative purposes only, use straws for actual order

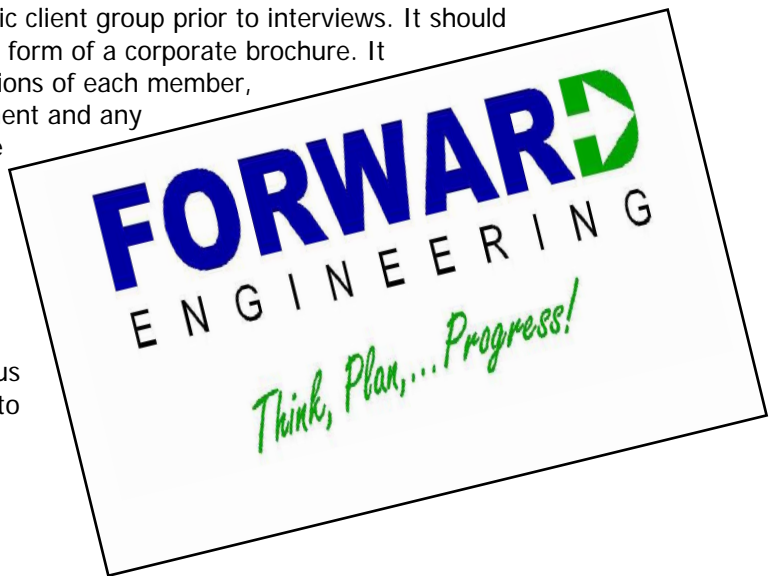
of group selection should be randomized again. During this process some trading of clients and time slots may be carried out provided there is a consensus amongst all students affected by the proposed change.

This procedure is a deviation from normal industry bidding practice but is necessary to reflect the need for students to have some level of influence in the matching process while preserving the necessity for all clients to have the same number of interviews. Though not always the case in the commercial world, in this course all clients and all groups must be matched. Respect for the time and effort of the volunteer client group and the need to expedite the typically drawn out practice of prequalification point to the need for this measure. Reiterating, ENGI-8700 is focused on professional practice and not specialization, thus the student's accommodation of clients and their collegial respect for the course objectives will reflect positively on their overall course evaluation.

Preparation of Statement of Qualifications (SOQ)

After the interview schedule is fixed each student group will prepare a "statement of qualifications" (SOQ*) for their consultancy. This document may now be tuned according to the projects and clients with whom they will be meeting. The intention is to inform and impress by calling attention to the groups' superlative qualities, while tactically aiming at the project(s) most desired by the group.

The SOQ will be delivered to the specific client group prior to interviews. It should not exceed 10 pages and may take the form of a corporate brochure. It will be important to state the qualifications of each member, the group strengths, its mission statement and any other information relevant or otherwise desirable to communicate to prospective clients. Note that it is common for groups to develop a brand and logo but it is not appropriate for these groups to use identifiers such as Inc., Ltd or other extensions that have distinct and serious legal meaning. Best practice would be to identify oneself using terms like 'partnership', 'group', 'consultants' or other.



* In industry, a company writes an SOQ that might make them the best company for providing specific services or materials, or to attract investors. Nonprofit corporations may write an SOQ in order to show their charitable abilities, business plan and mission statement. Additionally, a statement of qualifications may include things like company history, tax identification number, contact information and may also summarize the organization's different departments or number of employees. An SOQ from a contractor might include references to past projects, as well as listing the contractor's experience.

Match Meeting with Clients

Traditionally, an evening in the second week of the semester is set aside for the final matching process. It is during this evening that student consultancies must impress their prospective clients because it will be the duty of the clients at the end of the evening to discuss and finalize the matching of groups. This match meeting proceeds according to the generic agenda shown below.



GENERIC AGENDA - Match Meeting

CIVIL DESIGN PROJECT ENGI 8700

Date: To be announced (will be in January, week 2 of winter semester)
Location: Memorial University, S.J.Carew Building (Engineering), Board Room Fourth Floor EN 4006
Attendees: Instructor, Discipline Chair, Teaching Assistants, Senior Civil Class, Volunteer Clients

Time	Activity
6:30	Setup
6:45	Clients arrive
6:50	Welcome, Introductions, Announcements, Explanation
7:00	Presentations Client 1 Project Title
7:05	Client 2 Project Title
7:10	Client 3 Project Title
7:15	Client 4 Project Title
7:20	Client 5 Project Title
7:25	Client 6 Project Title
7:30	Client 7 Project Title
7:35	Client 8 Project Title
7:40	Client 9 Project Title
7:45	Client 10 Project Title
7:50*	Break for snack and prep for interviews
8:00	Interviews Round 1
8:10	Round 2
8:20	Round 3
8:30	Round 4
8:40	Round 5
8:50	Clients submit ranking to instructor
9:00	Social with food and drinks
9:15	Clients and Instructors Meet
9:30	Final Matching Announced
9:30	Casual time and plan first client meeting
10:00	End

* Note that food will arrive at 7:50 so it is the norm that some people snack at this time while others prefer to wait until after the interviews are complete

At the outset of the meeting, clients introduce themselves and present their project to the entire class in a series of brief 5 minute presentations. This activity is followed by the breakout and interview process. At the time and in the order in which students have pre-arranged each interview between client and student group will take place. After 8 minutes the groups will move on to their next interview, and so on until all five rounds are complete. Clients are then asked to privately submit their preferred ranking of groups, and vice versa as the group ranking may be required in the event of a tie. The procedure is illustrated below. A time for socializing follows with food and drinks, while administrators statistically sort the client selections. A private meeting is then held with clients to discuss and finalize the matching, followed by an open announcement of the results. Student groups usually meet briefly with their newly assigned client and arrange for a kickoff meeting, often at the client's place of work. This concludes the match night.



Example of Matching Procedure

Interview Schedule

	client 1	client 2	client 3	client 4	client 5	client 6	client 7	client 8	client 9	client 10
Round 1	C	H	J	D	B	G	A	E	F	I
Round 2	H	G	D	A	C	J	I	F	B	E
Round 3	B	E	F	I	A	C	D	G	H	J
Round 4	E	A	C	F	I	D	J	H	G	B
Round 5	J	F	I	C	E	H	B	A	D	G

Client's Private Ranking of Groups after Interviews

Ranking	client 1	client 2	client 3	client 4	client 5	client 6	client 7	client 8	client 9	client 10
1st	B	A	C	A	A	C	A	A	B	B
2	C	E	D	C	B	D	B	E	D	E
3	E	F	F	D	C	G	D	F	F	G
4	H	G	I	F	E	H	I	G	G	I
5	J	H	J	I	I	J	J	H	H	J

Groups' Private Ranking of Clients After Interviews (to be used as tie-breaker)

Ranking	Group A	Group B	Group C	Group D	Group E	Group F	Group G	Group H	Group I	Group J
1st	client 2	client 9	client 3	client 3	client 2	client 3	client 2	client 9	client 3	client 10
2	client 4	client 10	client 1	client 4	client 1	client 8	client 6	client 8	client 7	client 7
3	client 7	client 1	client 4	client 6	client 5	client 9	client 9	client 6	client 10	client 6
4	client 5	client 5	client 6	client 9	client 8	client 2	client 8	client 2	client 5	client 3
5	client 8	client 7	client 5	client 7	client 10	client 4	client 10	client 1	client 4	client 1

Final Matched Result

client 1	client 2	client 3	client 4	client 5	client 6	client 7	client 8	client 9	client 10
Group H	Group A	Group C	Group F	Group I	Group D	Group J	Group E	Group B	Group G

These last two groups have been switched to comply with prequal list

Project Phase

Work Diary

All students are to maintain a work diary tracking hours, tasks, milestones or other important notes or dates. This document must be hand written and will be subject to periodic review by the instructor and/or teaching assistant, prior to its submission at the end of the term. The frequency and length of entries in the diary must be consistent with the work executed and reflect properly the purpose of the diary – to assist in the executing and organizing of future activities while preserving present and past actions for reference and record. One should avoid superfluous writing, detailed notes, or vague structure, aim to have entries that are concise, consistent and accurate. Note that typically, diary entries are made at the end of each day and not on-the-fly unless circumstances require it. A minimum of one and maximum of two organized hand written pages per week should convey all the necessary information.

Group Meetings

Group meetings are informal meetings arranged between group members to strategize, work on tasks, arrange client meetings or for other logistical or management reasons. In this way it is expected that each group member meet at least twice a week with some or all other members of his or her group outside of regular lecture slots or client meetings. Though minutes are not formally required for these meetings, notes in the diary should reflect the salient points and outcomes.

Client Meetings

Unless special circumstances arise it is expected that student groups will meet with their client on a weekly basis at the place of work of the client or some other mutually agreeable location. The client is expected to spend at least one hour per week with the student group; however, more or less time may be necessary from time to time depending upon the activity, schedule, availability or urgency of the meeting. Student groups will prepare a one page meeting agenda and will forward this to the client one day prior to their scheduled weekly meeting. This action has the twofold benefit of organizing the items of discussion prior to meeting thereby making better use of the time made available by the client, and, the memo serves as a gentle reminder to the client of the upcoming meeting. The instructor should also be copied on all of the agendas and is to be invited to attend any or all meetings or presentations related to the course. The instructor need not be noted as a participant as his role is that of an impartial observer. Minutes from the previous meeting (one page maximum) will also be attached each meeting agenda. Following this practice through the term every group will have produced at least 8 or more meeting agendas and associated minutes fulfilling part of the course requirement and forming part of the individual submissions at the end of the term. The following is a brief guide to preparing a meeting agenda and minute preparations:



Meeting Agenda

The meeting agenda gives purpose and direction to a meeting by letting participants know in advance what is to be discussed. Creating and following an agenda is the best way to make efficient use of time and avoid sidetracking or grandstanding. It is the duty of the meeting chair to make sure the meeting achieves its goals and the agenda is followed. The chair must ensure that everyone gets an opportunity to participate as they should, and must do so in an impartial and gently assertive manner. Agendas are often prepared by the meeting secretary in consultation with the chair, and are created and distributed sufficiently in advance to give notice and time to prepare while also serving as a gentle reminder of the meeting schedule. Common elements of a good meeting agenda are:

- a. Meeting start time
- b. Meeting End Time
- c. Meeting Location
- d. Expected Participants
- e. Topic Headings
- f. Slight explanation for topics that are not self-evident
- g. Indicate the desired duration of each topic
- h. Indicate the person(s) most closely associated with a topic if applicable.
- i. Topics often included in meeting agendas:
 1. Review of minutes and action items from previous meeting
 2. Correspondence and administrative housekeeping
 3. Progress reports, committee reports, group reports . . .
 4. Key topics which may include questions, proposed actions, round table discussion
 5. Other Business (opportunity to discuss things not on the agenda)
 6. Summary of action items
 7. Scheduling of Next meeting

Meeting Minutes

Meeting minutes are very important. Not only do they help to serve participants as reminders of discussion items, decisions, outcomes and actions; they are also considered legal documents by auditors, and courts of law. In the instance of this project course the minutes of client meetings will be taken by the meeting secretary, written up and circulated to all participants for corrections, additions or deletions, prior to being presented at the next meeting. Sufficient information should be given in the minutes to describe in point form the topics discussed, and how and what decisions were made.

Instructor Meetings

The course instructor will meet with the whole class during a regular lecture slot at least once per week. This meeting will provide an opportunity for general project instruction, clarification of requirements, schedule reminders, questions, troubleshooting, sourcing of materials or resources and other housekeeping matters. A teaching assistant is also available to assist students and may help with software or other resource requirements. This assistant will also be asked by the instructor to perform some of the review of project binders, plans and reports. Some questions or concerns arising during the meeting may require extra time for which the scheduling of a private meeting with the instructor may be necessary. It will be the responsibility of the student group to formally request this with the instructor. Groups are discouraged from making frequent and

arbitrary contact with the instructor (or client) as this may be viewed as shirking responsibilities, or, be a demonstration of impatience.

Guest Lectures

In addition to class meetings, the course instructor has arranged for guest lecturers during the semester. At least five guest lecturers are planned for the term. Some will be arranged in cooperation with the ONAE term 8 project course as matters of common and general interest will be covered. Consideration is given to topics that are relevant to the professional practice of engineers, thus invited guests may speak on topics such as corporate governance, taxation, environmental sustainability, ethics and community, project management, professional affiliations (PEGNL and CSCE for example) and other. Attendance at these talks will be considered mandatory and it will be expected that individual diary entries will reflect participation.

Faculty Advisors

Students, individually or as a group, should solicit the advice or support of a faculty member other than the instructor, particularly one with a specialization relevant to their particular project or task. The intention is to spread out the course instructor's workload and to allow the instructor to remain somewhat objective for evaluation purposes. In addition by gently delegating some supervisory responsibilities, students may obtain an alternate view on design approaches - a healthy practice for the overall experience of the students. It is important that students make an effort to act and work independently and so meetings with faculty advisors should be planned and necessary.

Site Visits

Students are strongly encouraged, when possible, to carry out site visits when their project involves civil infrastructure or is specific to a certain location. Many important design considerations and constraints are learned from visiting a site and engineers must be aware of all these prior to engaging in the design process.

Models

Students are also encouraged to construct a physical model of their project - when it is obvious that doing so will assist in the design and presentation of work. Without exception computer models in the form of design drawings and/or renderings are expected.

Budget and Reimbursement

A small budget exists for the project course to cover some supplies, services and travel. Costs for document preparation are not eligible and any expense or item for which a reimbursement is desired must be approved by the instructor prior to purchase.

Course Administration and Troubleshooting

If irreconcilable and significant problems arise between group members, or between students and the client it is imperative that the instructor be notified as soon as possible. As an alternate the civil discipline chair may be contacted, but involving some other faculty member or external person is strongly discouraged. If after some time the problem is still not resolved and the student or group is dissatisfied with the efforts of the instructor and discipline chair then students are to see the Associate Dean for undergraduate studies. This action must be reserved for only the most extreme circumstances and must be viewed as a highly unlikely matter of recourse. Establishing respectful communication in a professional and timely manner is usually the key to mediating and reconciling differences.

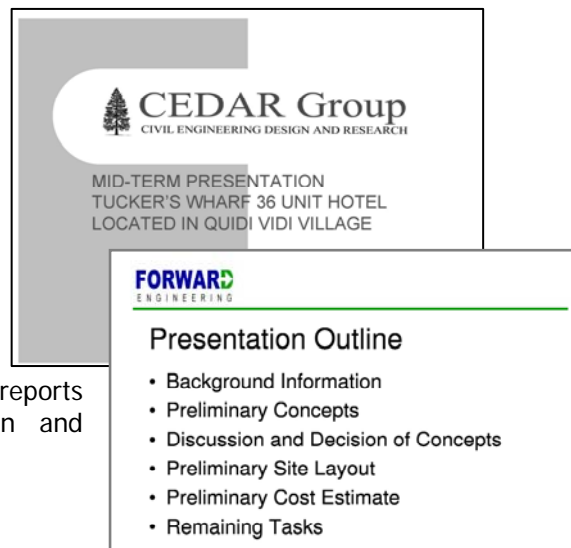
Reporting

Work Plan

Approximately one month into the semester student groups are to submit a work plan. This plan will have been developed in agreement with the client and will state clearly the following: The project requirements and its division into tasks and sub-tasks, the assignment of people and resources to each task element, the schedule for executing these tasks and other project milestones, a statement of the desired outcome(s) of the project, and a statement of the outside risks or vulnerabilities of the project (problem obtaining certain data, etc). The project plan must be limited to 20 pages in length, be clear and concise and contain all relevant information for the instructor to understand what, when and how the group plans to execute the project.

Mid-Term Progress Report

Prior to mid term break groups are to provide a progress report. It must also be concise and clearly state the status of all past, present and future tasks, provide an updated schedule, include any or all changes and importantly restate the targets for the project. This document is also limited to 20 pages of text and must convey a clear understanding of project status, issues, achievements and plans. Subsequent to the mid-term break groups will present their progress reports electronically in class. Professional presentation and conduct are expected.

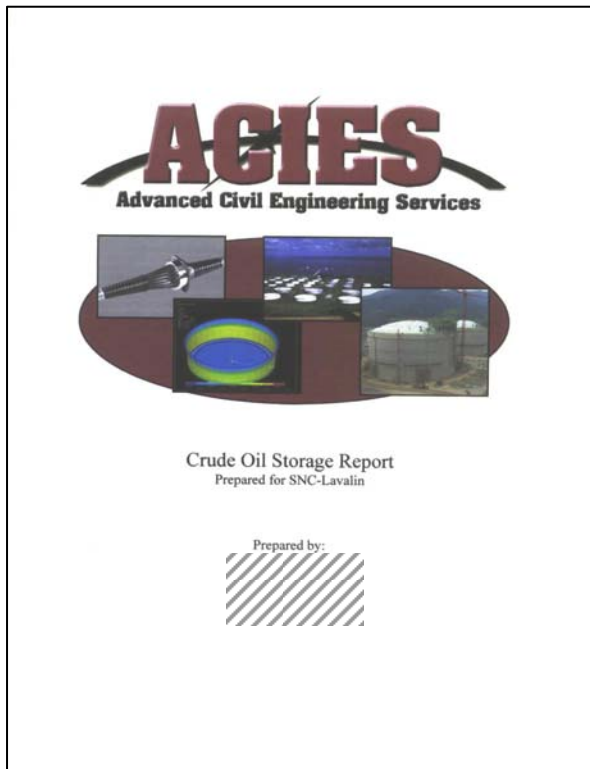


Final Report

There are no other scheduled submissions until the due date for the final report. The final report is to be a reader-friendly professional document limited in length to 75 pages of letter sized paper – it must stand alone as a complete report with appendices under separate cover or scroll. A sample cover and table of contents from a group report is provided on the next page for reference. Professionals are paid to solve problems and to deliver the solutions in a clear and concise, albeit complete manner. This course intends to help students to practice this way, and to discourage padding documents with unnecessary text and superfluous claims and workings. Clean writing, good grammar, avoidance of excessive stylizing that distracts from the contents, these are the traits of professional writing.

The groups will be required to formally present their report to the student groups, clients and other faculty during and end-of-term presentation finally. Awards will be announced at that time for the best project and the best presentation as selected by clients and faculty.





ACIES		April 2, 2007
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Presenting

One of the elements of ENGI 8700 that separates it from other courses is the necessity for students to present their work orally to their peers, clients, attending faculty and others. This requirement takes place twice during the semester – at the time of the mid-term progress report and at the end of the term when final reports are due. The practice is to have all members of a group proceed to the front of the class and deliver a 15 minute presentation with a few minutes for questions. Usually electronic media are used with students taking turns presenting elements of the work and controlling the visual aids.

The presentation is for some a dreaded exercise as it is common for some people to have a debilitating fear of public speaking. Others glide through the exercise with comfort and poise and then there are those who enjoy listening to themselves speak publicly whether they have anything to say or not. Often firms will call upon a certain few individuals to deliver a variety of presentations because they are good at it – in this way, others who are not, don't have to. This is not always the case however, and when special topics or occasions arise that require a particular individual to present they must know how to do so whether they enjoy it or not. For this reason it is important in ENGI 8700 that everyone learn how to, and practice presenting.

Many resources and guides are available for speech and presentation preparation and delivery. The following highlights some common elements of effective presentations that should be considered by students:

Purpose:

The purpose of a presentation is to tell the audience what they need or want to know. A common flaw is to forget this and try and tell the audience everything that you know.

Preparation:

There is no substitute for being prepared - nervousness and anxiety are relieved (not eliminated) through preparation alone. Always prepare thoroughly by knowing your material, the message, the venue, the timing, the audience. Never go into a presentation without having made at least one practice run with someone attending. You or your practice audience will immediately realize the weak links in the material, flow, look and feel. Remind yourself of the purpose of the presentation, edit it, improve it and go through it again.

Perception:

Show the audience that you are honored to be there and that you are enthusiastic about your topic and their impression of it. This means dress respectfully and act professionally, remember to speak clearly towards the audience, don't read to them, be a good listener, make eye contact and smile at least a few times. On average an audience gets the message you are delivering by the way you sound and how the whole thing looks – only about 10% of your message will be received by what you say.

The chart at right gives some tips on presentation format in general. Follow these in spirit but be mindful of the need to have all members participate in the time allotted.

The Most Effective Format of Presentation	
Introduction:	set the tone and the theme
Motivation opening:	tell them why to listen; lift your visor
Outline of agenda:	help them to understand and picture the structure of your material
Present your basic idea:	explain the whole idea first so whatever further explanation comes next can be hung from the framework you create right at the beginning
Content – section by section:	begin to break into segments; present each segment with its details
Recap each section:	build in a recap at the end of each section before you finish and go on, for reinforcement and additional clarification
Make transitions to next section:	let everyone know you're about to go to a new topic; this makes your outline structure continuously clear
Wrap-up:	at the end of all the components, wrap up by restating the whole idea, hitting the major points
Conclusion:	finish memorably with a grand finale – bringing together all the elements of your presentation by reviewing the highlights and restating your major argument. Ref. Jan Noyes "The Presentation Tipster"

DELIVERABLES

Group Submissions

The following items are to be submitted to the instructor according to the term schedule, one hard copy per group and under separate cover:

	<u>Length</u>
1. Statement of Qualifications (SOQ)	10 page limit
2. Project Work Plan	20 page limit
3. Mid term Progress report	20 page limit
4. Copy of progress report presentation	2 slides per page, 20 slide limit
5. Final report	75 page limit
6. Report appendices	Discretionary
7. Copy of final report presentation	2 slides per page, 40 slide limit

Notes:

- These documents may make reference to, and build on, materials from previous documents but must not contain redundant copies of prior submissions.
- Electronic copies of items 1-7 must also be submitted to the instructor and the client on the respective due dates.
- All members of each group must sign items 2, 3 and 5 above, prior to submission.
- Clarity and legibility are important for evaluation.
- Submitted copies will be graded and reviewed with groups but kept by the instructor

Personal Project Binder

At the time of the final project presentations all students will submit a personal copy of their completed project binder to the instructor (to be returned to the student after review). The binder will contain the following items under clearly labeled tabs:

- 1) Personal resume
- 2) Group Statement of Qualifications
- 3) Project Description as provided by client
- 4) All meeting agendas (one page per meeting)
- 5) All meeting minutes (one page per meeting)
- 6) Project Plan as submitted
- 7) Progress report as submitted
- 8) Progress presentation (small slides)
- 9) Work Diary (original, handwritten, approximately one or two pages per week)
- 10) The Final Report
- 11) And, the Final Report presentation (small slides)

Students are expected to create their binder in the first week of classes and add materials as work progresses. In this way individuals will have unlimited access to all the important group documents throughout the term, and will ultimately have a complete project binder for future reference. Other notes collected during the term from class meetings, guest lectures, workings etc should be kept under separate cover and will not be evaluated.

COURSE MARKING SCHEME

Marks will be assigned by the instructor with input from clients, faculty advisors and teaching assistants, according to the following distribution:

Group Statement of Qualifications	5%
Project binder including work diary	10%
Project Plan	15%
Progress report and Presentation (15/5 split)	20%
Final Report and Presentation (40/10 split)	<u>50%</u>
	100%

Evaluation will be based on:

- the technical competence and communication skills demonstrated through written and oral presentations,
- student participation and professional conduct in meetings with clients, the instructor faculty advisors, and other course participants,
- Individual effort contributed to the project, and, to some degree the comprehension, analysis and interrogation of the designs presented by other groups.

The form below, or one like it, will be used as a guide for the instructor when reviewing submitted work and while attending presentations. Not all categories are relevant for all activities, nor are all activities thoroughly covered by the form, but adequate space is provided for notes and rigorous adherence may not be necessary.

GENERAL Review Form - ENGI 8700 <small>To be used as review guide for the following: Project Plan, Progress Report, Mid-Term Presentation, Final Report, Final Presentation</small>		<small>Memorial University Faculty of Engineering and Applied Science Civil Engineering Design Course 8700</small>		
Group: _____		Date _____		
Client: _____		Reviewer _____		
Project title: _____				
Event or Doc. _____				

Abbreviation	Description	Weight low - high	Evaluation 1 - 10	Reasons and Comments
INTRO	Introduction and clear statement of purpose and deliverables			
CONTENTS	Identification of report or presentation contents			
METHOD	Statement of Methodology and description of Overall Approach			
TASKS	Description of tasks incl. persons, resources, analysis			
SCHEDULE	Presentation of a clear and realistic schedule with milestones			
COSTS	Development of budgets, and cost estimates			
ACTIONS	Identification of key future action items and associated effort			
RESULTS	Results of analysis and design work			
QUALIFIERS	Overview of assumptions, constraints, qualifiers, cautions			
CONCLUSIONS	Closing comments, conclusions, recommendations, acknowl.			
APPEARANCE	Professional appearance, organization, communication			
TECHNICAL	Technical competence			
totals				

COMMENTS _____ _____ _____ _____ _____
--

CLIENT GUIDELINES

A commitment to serve as a client is a commitment to :


1. *Offer a real engineering design challenge* with clear objectives stated prior to the commencement of the semester. The project should not be overly sensitive (controversial) or proprietary in a way that restricts the students presentation of results to faculty or other client participants.
2. *Write a paragraph* describing the project and a second paragraph describing the responsibilities of the students (see form below).
3. *review the "Statement of Qualifications"* of approximately five "pre-qualified" student "consultancies" prior to interviewing them
4. *Attend the Match Night*, a two hour plus, kickoff meeting and social event in which clients present their projects to the class (5 minutes total) followed by 10 minute interviews with prequalified student groups, a social time with food and drinks and a closed meeting to finalize the matching of student groups with clients.
5. *meet with the student groups once a week* at a location and time of convenience to the client and respecting the school schedule of the students
6. *provide appropriate, high-level direction*, information, resources and approvals for the students to execute the work as requested in offer stated at the outset of the course
7. *serve as a professional role model* and mentor to the students at all times
8. *To attend the final presentation* of all student groups and to nominate a group for the CSCE prize for best project presentation. The Wally Campbell award for best project will be awarded by faculty after careful review of all submitted materials. It is not requested that clients participate in this exercise, though they are welcome to do so if interested.

Key Rules and Guidelines for Clients:

- The project definition and the responsibilities or requirements specifically identified by the client for the student group must remain unchanged from the outset of the course. The form attached below indicates the required input from the client prior to the commencement of the term. Only in extraordinary circumstances and when there is a consensus amongst students, client and instructor will a design project or the stated goals of the group be formally changed after the commencement of work. Though this rigidity does not always reflect the true nature of commercial work, it is the requested condition for this course.
- The project and work requirements of the students needs to be technically challenging but realistic in scale as the project must be fully completed in less than 12 weeks.
- The primary client contact must be a practicing professional engineer. Others persons from the client organization are also welcome to participate in the project supervision as

resource people or facilitators, but the primary mentor and chief contact must remain a practicing engineer.

- Interaction with the students must be consistent with typical professional engineering standards of practice. For instance, one might consider putting aside cell phones, calls and other business for the one hour meeting with the students so that proper attention may be given. Keep in mind that the client is a professional role model and mentor to the group and the long lasting impressions will reflect your actions and not your words.
- Respect the meeting agenda that the students have prepared and allow it to run its course. Corrections can be made to the next one if errors were made in the present.
- If errors are made in work or if professional indiscretions are obvious then attempt to be constructive by offering helpful feedback. Noting problems without offering advice or direction may only worsen the problems by lowering morale.
- Contact the instructor immediately if there are significant problems. Please do not communicate significant problems through the student group. And lastly,
- Always respect the need for the instructor to follow the actions of student groups and to discuss the workings of projects. The instructor has the responsibility at the end of the day to grade the students for their work. Please ensure that the instructor is welcome to any or all meetings with student groups if matters related to the course project are to be discussed.

Client Project Submission Form		Civil Engineering Design Course ENGI - 8700 Memorial University Faculty of Engineering and Applied Science St. John's NL, Canada A1B 3X5	
To be submitted to Instructor: Stephen Bruneau, sbruneau@engr.mun.ca, 737-2119			
CLIENT			
COMPANY	address _____		
Client Engineer	phone _____	email _____	
Alternate Contact	phone _____	email _____	
Proposed Project Title			

Description of Project			

Requirement of Student Group			

COMMENTS, CONDITIONS, RESTRICTIONS QUESTIONS			

AWARDS

THE WALLY J CAMPBELL AWARD

In honor of the pioneering and much-enjoyed civil engineering professor Wally J Campbell, this award is presented to the project group that formulates the best overall project report. This is judged according to the demonstrated understanding of the challenges, the degree to which they have been met, the manner in which the work was carried out, the ingenuity, quality and reliability of the work, and the clarity of reporting.

In the photo at right taken in 1998 the large plaque in the background of this picture commemorates all the past winners of this award and resides in the Civil Engineering Senior Design Homeroom, known as the Civil Room, located on the second floor of the S. J. Carew Building, room EN-2050



THE CSCE PRIZE

This prize is presented to the group with the highest quality presentation and final summation. To be judged on presentation day at the end of the semester, judges will be evaluating the clarity and quality of the material presented, the manner in which it is delivered and the overall appearance of the material and presenting group. The manner in which questions from the floor are answered, the poise, professionalism and enthusiasm of the group will be contributing factors to the selection of the winner.

In the photo at right the 1998 CSCE prize is awarded to the winning group by the CSCE representative and course instructor.

