

GE494/IE 470 Course Schedule - Fall 2009

Date	Day	Week	Location	Time	Activity
8/25	Tu	1	TB 103	9:00 – 11:00 am	Lecture I: Course orientation and project descriptions. Return preference forms and individual data cards to TB 104 by 12:00 pm. <u>Individual pictures will be taken. Read the course manual.</u>
8/27	Th	1	TB 103	9:00 – 10:30 am	Lecture II: Project assignments. Discussion of sponsor visit, student/faculty relationship, and getting off to a good start.
			Advisor's Office	10:30 am approx.	Meet your team and faculty advisor <u>immediately following lecture.</u> Call sponsor to arrange visit. Make travel arrangements in 104 TB.
	Th	1	TB 104	4:00 p.m.	Combined Schedule Info due to 104 TB.
Evening	Th	1	TB 114	5:00 pm	"Teamwork, Group Dynamics and Project Management," <u>mandatory meeting #1</u> with Prof. Ray Price. Food Served.
9/1	Tu	2	Advisor's Office	Arr.	Advisor/team meeting or company visit.
9/3	Th	2	Advisor's Office	Arr.	Advisor/team meeting or company visit.
Morning			TB 103	9:00 am	<u>Mandatory meeting #2</u> with Harry Wildblood.
9/8	Tu	3	Advisor's Office	Arr	Advisor/team meeting or sponsor's visit.
9/10	Th	3	104 TB	12:00 pm	Company Contact Information due to 104 TB.
9/10	Th	3	Advisor's Office	Arr	Advisor/team meeting or company visit.
Morning			TB 103	9:00 am	<u>Mandatory meeting #3</u> with Harry Wildblood.
9/15	Tu	4	Advisor's Office	Arr.	Advisor/team meeting.
9/17	Th	4	Advisor's Office	Arr.	Advisor/team meeting.
Morning			TB 103	9:00 am	<u>Mandatory meeting #4</u> with Harry Wildblood.
9/22	Tu	5	Advisor's Office	Arr.	Advisor/team meeting.
9/224	Th	5	To be Assigned	9:00 am-11:50 am	SUBGROUP MEETING #1 Written meeting brief and project schedule to attendees, PGC, 104 TB (for Harry Wildblood) Send meeting brief and project schedule to company (email is acceptable).
9/25	Fri	5		12:00 pm	Submit (3 copies) Pre-Report and outline to 104 TB for distribution to PGC. (Abstract, Introduction, Problem Statement, & Objectives). One copy of company-signed Problem Statement is also due to 104 TB. See section 9.3.
9/29	Tu	6	Advisor's Office	Arr.	Advisor/team meeting. PGC Pre-Report Feedback with students.
10/1	Th	6	Advisor's Office	Arr.	Advisor/team meeting.

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Date	Day	Week	Location	Time	Activity
Morning			TB 103	9:00 am	Mandatory meeting #5 with Harry Wildblood.
10/6	Tu	7	Advisor's Office	Arr.	Advisor/team meeting.
10/8	Th	7	Advisor's Office	Arr.	Advisor/team meeting. Outline and Draft of Midterm written report to advisor.
10/13	Tu	8	Advisor's Office	Arr.	Advisor/team meeting. Midterm Advisor Feedback to students.
10/15	Th	8	Advisor's Office	Arr.	Advisor/team meeting.
10/15	Th	8	TB 104	4:00 pm	Submit 3 color copies of Midterm Report along with graded pre-report to TB 104. (Be sure to include grading form from pre-report) Submit Midterm Colleague Evaluation Forms (MCEF) to advisor. (Forms will be in your mailbox).
10/20	Tu	9	Advisor's Office	Arr.	Advisor/team meeting.
	Tu/ Wed		PGC's Offices	Arrange	Midterm PGC Feedback meeting with students. Make required changes in cooperation with PGC. (Students make appt. w/PGC.)
10/22	Th	9	Advisor's Office	Arr.	Advisor/team meeting
10/22	Tg	9	TB 104	4:00 pm	Turn in (2) color copies of revised midterm report to TB 104.
Morning			TB 103	9:00 am	Mandatory meeting #6 with Harry Wildblood.
10/27	Tu	10	Advisor's Office	Arr.	Advisor/team meeting.
10/29	Th	10	To be Assigned	9:00 am-11:50 am	SUBGROUP MEETING #2 Written brief to attendees, PGC and TB104. Send meeting brief to company
-----All groups give presentations at Industry Partner's during this week.-----					
11/3	Tu	11	Advisor's Office	Arr.	Advisor/team meeting. <i>If not travelling to company</i>
11/5	Th	11	Advisor's Office	Arr.	Advisor/team meeting. <i>If not travelling to company</i>
Morning			TB 103	9:00 am	Mandatory meeting #7 with Harry Wildblood.
11/10	Tu	12	Advisor's Office	Arr.	Advisor/team meeting.
11/12	Th	12	Advisor's Office	Arr.	Advisor/team meeting.
11/17	Tu	13	Advisor's Office	Arr.	Advisor Feedback on Draft to Students. Advisor/team Meeting.
11/19	Th	13	Advisor's Office	Arr.	Advisor/team meeting.
11/19	Th	13	TB 104	4:00 pm	Final Report Draft Due. Submit 3 color copies (stapled) to TB104. <i>Include Midterm Report with PGC comments.</i>
11/21 11/29	THANKSGIVING RECESS				

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Date	Day	Week	Location	Time	Activity
12/1	Tu	15	Advisor's Office	Arr.	PGC Feedback on Draft to Students. Advisor/team meeting.
	Tu/ Wed	15	PGC's Offices	Arrange	Students should arrange PGC meeting to clarify PGC feedback. SAVE draft with PGC comments.
12/3	Th	15	Advisor's Office	Arr.	Advisor/team meeting. Personally invite companies to Final Presentation.
12/8	Tu	16	Advisor's Office	Arr.	Advisor/team meeting.
12/9	Wed	16	TB 104	12:00 pm	Final report due for PGC evaluation. Submit 3 color, stapled copies (not bound) to TB 104. <u>Include final draft reports with PGC comments.</u> <u>Exit information will be in mailboxes.</u>
			TB 104	12:00 pm	Assign team member responsible for final delivery of report. Obtain his/her signature on Form FRC. Must be assigned before submission of Final Rpt. Advisor/team meeting.
12/10	Th	16	Advisor's Office	Arr.	Prepare for Oral Presentation Begin to accumulate signatures on Final Report Checklist. When signatures are complete bring printing disk and one unbound color copy to 104 TB
12/11	Tu	17	To be assigned	8:30 am- 2:00 pm	Final Oral Presentations and Luncheon for Industry Partners, students, advisors.
12/14- 12/18	Fri/ Mon	17	PGC's Offices	Arrange	Students arrange PGC Feedback Meeting.
			Advisor's Office	Arr.	Turn in Colleague Evaluation Form (Form CE) and lab notebook to Advisor.
DO NOT PRINT FINAL COPIES OF YOUR REPORT.					Bound copies will be made at Printing Services—you will need to have one person available to pick them up following graduation.
12/14- 12/18	Mon/ Fri	17	TB 104	12:00 noon	Pick up bound copies and deliver to 104 TB. Obtain final delivery signature on form FRC.
12/17- 12/19			TB 104	2:00 pm	TURN IN 1 CD for review containing intact copy of whole report, PDF of report, final presentation, all working files and drawings, raw data, and spreadsheets. After approval, make two (2) additional CD's. E-mail (rcook@uiuc.edu) copy of abstract and keywords. Make changes to report for Lincoln Arc Welding submission at this time. Turn in exit questionnaires to 104 TB.
12/21	Mon	18	TB 104	10:00 am	<u>Designated team member:</u> if necessary pick up bound copies and deliver them to TB104 for final approval (Form FRC).
12/23	Wed	18	TB 104	10:00 am	<u>PGC chairmen</u> bring GE494 (team) grades to Harry Wildblood with Form FWR from both graders. <u>Project Advisors</u> bring GE494 (individual) grades to Harry Wildblood. (104 TB)