This document contains only the partial class schedule, milestones, and grade compositions. Students should refer to additional hand-out/web material and instructor in-class instructions for additional assignments/deadlines. Deadlines may involve a presentation to the entire class, individual group presentation to course instructors. Deadlines are subject to change at the instructor’s discretion. This document also introduces class safety, cleanliness, and security rules.

ATTENDANCE: Students are expected to attend all classes – Class time is considered scheduled meeting time with the course instructor for presentation/evaluation of progress. Students should be aware that scheduled class time is not sufficient to meet the defined deadlines – BME Senior Design is not a lab class. Students who miss a class or are habitually late may have their team grade penalized.

The Design Lab will be made available to students outside of class time only through the permission of the course instructors and the department technician (Dr. Qui, ltscltsc@hotmail.com). Only work related to Senior Design may be performed in the Senior Design Lab. Until otherwise specified, students are not allowed in the design lab without the supervision of a course instructor, the department technician, or a Senior Design Lab TA. Students not enrolled in Senior Design are not allowed in B41 without specific instructor permission.

SAFETY: Students are required to follow all posted safety instructions. Students are not allowed to touch or operate any powered equipment (drill, table-saw, etc.) without receiving prior training/approval by the department technician. Students are required to read all posted safety information and equipment manuals prior to use. If you’re not sure, ask. Food and drink are never allowed in the design lab. Wear safety glasses at all times where required. Never leave any equipment (including soldering irons) running unattended. Use your common sense. Alert course instructors/technician of any safety problems or any concerns. Alert fellow students if you are perceive any immediate safety risks. In case or emergency call x6911.

CLEANLINESS: It is the responsibility of all students to ensure the lab is maintained in an orderly and clean state. All tools must be cleaned and returned to their specific storage space after use. All debris must be cleaned from the table top and floors. Students should make every effort to prevent damage to laboratory equipment, shelves, and table tops (note the black table top can scratch, use the wooden table tops when necessary. Do not use the wooden table tops for soldering). Students should help maintain lab supplies (including circuit components) in an orderly state. Student may choose to leave prototypes and a minimum amount associated supplies in an assigned storage area on a shelf in the lab; these supplies must be clearly labeled with the students names or they may be removed. You are working in one of the best equipped undergraduate design labs in the country, have pride in taking care of it.
SECURITY: Under no conditions are students to remove equipment, supplies, or tools (including those incorporated into students design projects) from the design lab without the specific permission of the course instructor or the department technician. Student teams may be assigned equipment as part of their project that may be removed from the lab or school; the team leader must sign this equipment out with the technician and is responsible to return the equipment undamaged at the end of the semester.

If students become aware of any violation of the safety/security policies or become aware of a (potential) defect with any piece of equipment (whether or not the caused the violation/defect) they are required to report this to the course instructor or the department technician. Students who do not strictly follow the above guidelines can be deregistered from the course.

In interacting with project sponsors, students are expected to show professionalism, punctuality, and diligence. It is critical students understand they are representing both themselves and the department in these interactions. Students should be considerate of the sponsor’s limited time.

**GRADING**

30% Mini-project
   25% Final design performance (group)
   5% Presentation to class (individual)

60% Main-project
   25% Problem Definition Report (group)
   20% Initial evaluation and selection of concepts (group)
   5% Presentation of concepts to class (individual)
   10% Record of design development (design note-book)

(the Mini and Main project grades are on a whole team basis)

10% General class attendance (including arriving on time) /performance/professionalism/contribution (individual)

Note that 10% of your grade is individual and 90% is based on group performance.

**Miles-Stone Schedule**

*Note: Students are strongly encouraged to work ahead of deadlines.*

Sept 5th   First day of class
Sept 12th  Mini-Project Group Assignment
Sept 19th  Mini-Project Circuit Schematic submission
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 3rd</td>
<td>Main-project list distributed – Mini-project proto-type presentation</td>
</tr>
<tr>
<td>Oct 10th</td>
<td>Mini-project report due – Main-project group assignments</td>
</tr>
<tr>
<td>Oct 17th</td>
<td>Submission of Main-project initial timeline</td>
</tr>
<tr>
<td>Nov 7th</td>
<td>Main-project Problem Definition Report (includes timeline)</td>
</tr>
<tr>
<td>Nov 22nd</td>
<td>Main-project Development of Initial Concepts</td>
</tr>
<tr>
<td>Nov 28th</td>
<td>Initial Evaluation and Selection of concepts</td>
</tr>
<tr>
<td>Dec 12th</td>
<td>Submission of final concept (selection) report / notebooks</td>
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</tbody>
</table>

Final concept presentation will be given during final exam period