

ChEE 455/555 Group Project Guidelines

Much of the work you do as practicing engineers will be done in teamwork or group settings. This project is designed to have you learn how to work more effectively in teams and to learn how to complete a long-term multi objective project. You should focus on using the skill strengths within your group to complete the project with a minimum amount of stress. The final product of the group effort will be a group presentation presented to the class on the scheduled day.

Groups will be chosen by the professor to balance skills among the groups and to ensure that the groups are as homogenous as possible with all groups having the skill sets necessary for success on the project. Specific care is taken to balance the following characteristics:

- Undergraduate versus graduate student
- Knowledge of simulation software (if needed) versus less extensive knowledge
- Native English speakers versus non-native English speakers

To make sure all student groups are on the same timeline, all groups should be ready and able to present their results on the first day of student presentations. On that day, two groups will be randomly selected and will have to present. The other two groups will present their results on the following day. This method is being used to eliminate any advantage the groups from the second day would have by seeing other presentations first.

Groups will be evaluating each other with the assessment form on the next page. This will be done for three major reasons:

- 1) Learning how to give constructive criticism is a useful exercise that will serve you well throughout your career.
- 2) Evaluating other groups critically will help you strengthen your own skills at presenting.
- 3) Your peers can often give you the most invaluable advice on how to improve.

Each presentation will last approximately 20 minutes. This will be followed by 5 minutes of evaluation so that you can complete your peer evaluations while the presentations are still fresh in your mind. The third day of presentations will be used to discuss peer evaluations, teamwork issues, and discussion of ideas we can use to improve the group process for the second project.

In the workplace, your superiors will normally closely monitor you to ensure that you are making progress on your professional development and on your projects. Employees that are not fulfilling their obligations will receive lower evaluation scores and may eventually be removed from their jobs. Likewise, it is important to contribute to your group projects in an academic setting. Progress reports will be required at one week intervals throughout the group projects to ensure that all members are participating evenly. These progress reports should be less than 1 page long and should include the following information:

- The progress the group has made since the last progress report.
- Your individual contribution to the project.
- The contributions from the other group members listed by contributor.

Each progress report will contribute 5 percent towards your individual grade on the group project. This sums to 25% of your grade being determined by the progress reports. Another 25% of your final project grade, the individual component, will be derived from the progress reports that you and your group members submit. The progress reports will be due at the beginning of class on each Friday on the following dates: 1/25, 2/1, 2/8, 2/15, and 2/22.

The projects will follow the following grade weighting:

Peer evaluation scores	20%
Final presentation professor evaluation	30%
Progress reports, 5% each	25%
Individual contribution	25%

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Peer Evaluation Form

Rank the following categories from 0 (totally unacceptable with regards to the requirements) to 100 (far exceeds the minimum requirements) where minimum requirements would be met by scoring a 55:

Quality of presentation materials

Visuals _____

Verbal _____

Other (or not applicable): _____

Quality of individual presentations by each member

Name _____ Rating _____

Name _____ Rating _____

Name _____ Rating _____

Name _____ Rating _____

Coherence of total presentation _____

Effective use of time _____

Ability to answer questions _____

Overall quality _____

Adequacy of :

Introduction _____

Main points _____

Summary _____