Project Center Student Manual

2021 – 2022

SEATTLEU.

COLLEGE OF
SCIENCE AND ENGINEERING

▪ TABLE OF CONTENTS ▪

**NOTE: THIS MANUAL IS SUBJECT TO CHANGES DUE TO SEATTLE UNIVERSITY'S <u>COVID 19</u> RESPONSE **

▪ PROJECT CENTER DIRECTORY ▪

College of Science and Engineering - Project Center   **General Phone:**   (206) 296-**5503**
Seattle University
901 12th Avenue, ENGR 500
PO Box 222000
Seattle, WA 98122-1090

Project Center Office	Phone	Email	Location
Prof. Jean Jacoby, Project Center Director	x5526	jacoby	B 544-01
Rachael Brown, Corporate Relations Manager	x2822	brownra	B 648
Jorge Vargas, Project Center Assistant	x5503	vargasjorge	B 544

Design Coordinators			
Prof. Nirmala Gnanapragasam, CEE & ENSC	x5522	nirmalag	B 561
Prof. Jason Wong, CS & MSCS-SE	x5949	wongja	S 290-11
Prof. Henry Louie, ECE	x4619	louieh	B 206
Prof. Greg Mason, ME (WQ)	x5538	mason	B 471
Prof. Yen-Lin Han, ME (FQ & SQ)	x4315	hanye	B 475

Lab Managers			
Owen Stevens, CEE	(206) 220-8022	steven46	B 554
Gary Fernandes, ECE	x5971	fernandg	B 219
TBD, ME	x5506	TBD	B 195
Renny Philipose, CS	x5514	philipr	S 220-06

Departmental Administrative Assistants			
Bradely Mayfield, CEE & ENSC	x5520	mayfiel5	B 566
Dale Nash, CS	x5510	dnash1	S 301
Teresa Beery, ECE	x5970	beeryt	B 225
Kara Reichenbach, ME	x5540	kreichenbach	B 467

Other Offices:	Phone	Location
Bookstore (Seattle U Campus Store)	x6002	12th & Madison
Conference & Events Services (Room reservations)	x5620	CMLB Bldg.
Help Desk (Computer-Canvas Questions)	x5571	CMLB Bldg.
Classroom Support.	x5571	CMLB Bldg.
Lemieux Library & McGoldrick Learning Commons	x6210	LEML - 2nd FL
Mailing Services	x6199	PAVL-010
Public Safety **(EMERGENCY - x5911)**	x5990	CMLB 002
Student Support & Campus Resources	x6080	PAVL-110
Reprographic Services.	x6180	PAVL-020
Writing Center.	x6239	LEML-2nd FL

For Other Resources, please visit: https://www.seattleu.edu/directories/offices-and-departments/

▪ "TO DO" LIST FOR THE BEGINNING OF THE ACADEMIC YEAR 2021-2022 ▪

In addition to reading the manual, you and your team will need to complete the following tasks before your project gets underway:

To Do List

_____ Review this manual in its entirety and take note of the calendar and due dates.

_____ Fill out **electronically** and submit the forms to initiate projects to Jorge Vargas vargasjorge@seattleu.edu by 4:00pm, **Friday, October 8, 2021.**

Forms to be submitted:

- o **Exhibit D: Student Release Agreement** - Confidentiality and Proprietary Document. See example form on pages 5-7. All students participating in the Project Center experience must review and sign Exhibit D. Student Release Form by the deadline above.
- o **Project Room Policy Form.** All capstone project students that will be using one of the project rooms in BANNAN or SINE building, during the academic year, are subject to review and sign this form. No exceptions. See page 8.
- o **Photo Release Form**. See example form on page 9. The university requires you to sign a photo release form, which grants permission to use photos of you while working on your projects. The project experience provides many opportunities for the university to recognize and share your work with both internal and external audiences. The Project Center also uses action photos of your team in the Projects Day program and marketing pieces. Please take photos of your team throughout the year and submit them by the deadlines listed in the calendar on page 10-11 of this manual.

To get the forms please:
- Go to https://www.seattleu.edu/scieng/project-center/student-resources/
- Click on Exhibit D: Student Release Agreement » and Photography Release Form » to download ⬇ the forms on your desktop.

- Open forms with **Adobe Acrobat** by double clicking the file directly from your Desktop
- Last, fill out and sign forms electronically.

IMPORTANT NOTE: **For the digital signature option**, the forms must be downloaded and opened with **Adobe Acrobat**, otherwise, the user **will not be able to sign forms electronically.**
- Save forms and forward them by email to Jorge Vargas by email at vargasjorge@seattleu.edu

If you have any questions, please contact Project Center Assistant Jorge Vargas during the live Zoom Project Center office hours (posted in your capstone class Canvas) or call (206) 296-5503 for help.

COLLEGE OF SCIENCE AND ENGINEERING
PROJECT CENTER
EXHIBIT D: STUDENT RELEASE AGREEMENT

Link to download the form: **https://www.seattleu.edu/media/college-of-science-and-engineering/images/projectcenter/PC-Exhibit-D-Student-Release-Agreement-2020-2021.pdf**

Sponsored Project Title: _____

In consideration for the opportunity to participate in the Science and Engineering Project Center Project listed above (the "Sponsored Project"), I enter into this Student Release Agreement (the "Agreement") with Seattle University (hereafter referred to as "SU") and agree to the following terms and conditions:

1.   **Confidential Information**.

    1.1   Definition. "Confidential Information" is any and all information disclosed or delivered pursuant to this Agreement whether written or oral and in whatever form, including, but not limited to, any non-public Intellectual Property information or other proprietary, confidential, or competition-sensitive information which may be, but is not required to be, (i) expressly identified with an appropriate legend, marking stamp, or other written or oral identification as proprietary, confidential, or competition-sensitive at the time of the disclosure or delivery, or (ii) if not identified as proprietary, confidential, or competition-sensitive at the time of disclosure or delivery, is expressly identified in a written or other tangible form with an appropriate legend, marking stamp, or other written identification within thirty (30) days of such disclosure or delivery.

    1.2   Obligations. I understand that, during this Sponsored Project, the Sponsor may directly or indirectly disclose Confidential Information to me. In the event of such disclosure, I agree to hold the Confidential Information in confidence and will not use the Confidential Information for any purpose other than completing the Sponsored Project. Specifically, I will not disclose or use any of the Confidential Information for any commercial purpose or development of any products or technology and will not use or attempt to practice any invention arising from or disclosed in the Confidential Information, or any part thereof, without the express authorization, in a prior writing, by the owner of the Confidential Information permitting such use or practice.

    1.3   Limitations. My confidentiality obligations do not extend to Confidential Information that: (i) is in the public domain or that, after disclosure, becomes part of the public domain through no action or fault of my own; (ii) was received from a third party having the legal right to transmit the information; (iii) is shown by documented record to be developed by a Party to this Agreement, its employees, agents, or independent contractors, independently of the owner of the Confidential Information; (iv) is generally furnished to others by the Sponsor without restrictions on disclosure; or (v) is required to be disclosed or made available to a third party pursuant to any applicable law, governmental regulation, or decision of any court or tribunal of competent jurisdiction.

2. Conflicts of Interest. During the term of the Sponsored Project, I will make full and prompt disclosure to the Director of the Science and Engineering Project Center at SU of any and all possible conflicts of interest that may arise because of my participation in the Sponsored Project. The provisions set forth in this paragraph are perpetual in nature and will survive the termination of this Agreement.

3. Intellectual Property.

    3.1 Definition. "Intellectual Property" is any and all products, inventions, discoveries and improvements developed within the course and scope of a Sponsored Project, including any and all copyrights (including the underlying rights therein), patent rights, trademarks, service marks, trade secrets, confidential information, and all other intellectual property rights.

    3.2 Policies. I understand that SU governs the handling of Intellectual Property by its official policies titled Seattle University Patent Policy and Seattle University Copyright Ownership Policy (the "Policies"). The Policies provide that ownership and assignment of Intellectual Property arising pursuant to Sponsored Projects are governed by the terms of the agreement between SU and Sponsor, such as the Project Center Letter of Agreement. By execution of this Agreement, I agree to abide by the terms and conditions of the Policies, as they currently exist, and as they may be amended from time to time. Further, to the extent that the Policies are, or become, inconsistent with the Project Center Letter of Agreement or this Exhibit thereto, I understand that the terms of the Project Center Letter of Agreement shall govern all rights with respect to ownership and assignment of Intellectual Property.

    3.3 Prompt Disclosure. I will promptly disclose to SU all potentially patentable inventions or discoveries. Such disclosure will be made to the Office of Research Services and Sponsored Projects ("ORSSP"), or other office designated by SU as responsible for handling inventions.

    3.4 Assignment. In order to implement this Agreement, I do hereby assign all my right, title and interest throughout the world in and to the Intellectual Property, including, but not limited to, inventions, discoveries, know-how, patent applications, or patents falling under this Project Center Letter of Agreement or provision B (1) of the Seattle University Patent Policy to SU, and its successors and assigns. I also hereby assign all my right, title and interest, including associated copyrights, in and to copyrightable materials falling under this Project Center Letter of Agreement or as described in the Seattle University Copyright Ownership Policy to SU, and its successors and assigns. This Agreement is binding on myself, my heirs, legal representatives, and assigns.

    3.5 Cooperation. I agree, without further compensation, to perform such lawful acts and to execute confirmation of an assignment of rights and other lawful documents, as SU may reasonably request, and to otherwise provide proper assistance on my part to effect Intellectual Property assignments, as provided in section 3.4.

    3.6 No conflict. I am currently under no consulting or other obligations to any third person, organization, or corporation with respect to rights in inventions or copyrightable materials which are, or could be reasonably construed to be, in conflict with this Agreement. I will not enter into any agreement creating patent or copyright obligations in conflict with this Agreement or the Policies.

Exhibit D: Student Release Agreement

4.   Term. This Agreement is effective on the starting date of the Sponsored Project and will terminate on completion of the Sponsored Project. Sections 1, 2, and 3.5. Will survive the termination of this Agreement.

5.   Governing Law. The validity, interpretation, construction, and performance of this Agreement is governed by, and interpreted in accordance with, the laws of the State of Washington. The venue of any legal action regarding this Agreement will be in King County in the State of Washington.

6.   Severability. The provisions of this Agreement are severable and if any portion is held invalid, illegal, or unenforceable for any reason, the remainder of this Agreement will be effective and binding on the parties

Name: _____ Signature: _____

Department and Team Number: _____ Date: _____

Exhibit D: Student Release Agreement

SCIENCE AND ENGINEERING PROJECT CENTER
901 12th Ave. P.O. Box 222000 Seattle, WA 98122-1090www.seattleu.edu/projectcenter (206) 296-282

7

Project Room Policy Form

The College of Science and Engineering Project Center has rooms in the Bannan and SINE buildings for the dedicated use of students engaged in engineering, computer science, and environmental science design projects. The following policy statement outlines expected behavior and usage of Project Center project rooms. Questions about this policy should be directed to the Project Center Staff, at 206-296-5503 or projectcenter@seattleu.edu

Facility Administration

Use of a Project Center room is conditional upon being enrolled in the 4870-4880-4890 courses.

- **The only people granted access to each room are the students assigned to the room, the project faculty advisor, the department chair, administrative staff, and technical support personnel.** Combinations will be issued only to these people. No other people shall have unescorted access to the room without permission of the Project Center.
- Multiple teams will be sharing most of the project rooms. Please be respectful of the other team's project and personal items and do not use their items without their permission.
- Equipment shall not be removed from the rooms without explicit permission of the Project Center.
- Non-SU equipment may be used with faculty advisor knowledge and permission.
- Storage of food and beverages is not allowed in project rooms, no exceptions.
- Kitchen appliances such as coffee makers, microwaves, tea kettles, electrical stoves, and similar electronics are not allowed in the project rooms, no exceptions.
- Use of tobacco or cannabis products, alcohol, or any illegal substance is prohibited in the rooms.
- When not in use, the rooms shall be locked, and the windows closed.
- The lockers in the project rooms can be used only while the student is in the project room. If any items are left in the lockers without any students be present in the project room, the items will be removed and taken to the lost and found bin in the ENGR Deans office (open food and beverage left in the lockers will be discarded), no exceptions.
- **Project rooms shall be kept tidy and professional in appearance.**
- Project rooms are closed between 11:00pm and 5:00am per the College of Science & Engineering after-hours building use policy.
- Requests for extended or 24-hour access to Project Rooms **will not be approved**.

Computer Management

- No one shall be permitted to change software/hardware configuration without approval by the Project Center.
- The department and Project Center staff shall be allowed access to all equipment in project rooms. Technical support personnel shall be given administrator passwords, where applicable.
- Licensed software may be installed by a Project Center Administrator as needed to support projects. All software must be properly licensed.
- Project teams are responsible for backup and recovery of their computers.

Miscellaneous

- The contents of the room will be inventoried at the beginning and ending of each project by the Project Center. Final project grades shall not be issued until all keys and equipment have been properly checked-in with the department or Project Center staff.

I have read and fully understand the policies stated for use of the Project Center Project Rooms.

Signed: _____ Printed Name: _____

Department and Team Number: _____   Date: _____

Project Room Hours 5:00am-11:00pm

SEATTLE UNIVERSITY

Marketing and Communications

901 12th Ave. P.O. Box 222000. Seattle, WA 98122-1090 www.seattleu.edu Tel.: (206) 296-6116

Photography Release Form.

For valuable consideration received, I hereby grant to Seattle University the irrevocable, assignable, worldwide right and license to use, alter and publish my image, alone or together with other images and text, for university publications and for all other purposes reasonably related to promotion of the University, in any manner and in any medium now known or later developed, without the need for my prior approval. This release will govern all images of me, whether created before or after the date of this release, unless I notify Seattle University in writing that I desire to exclude specific images from this release. I hereby release the photographer and/or videographer and Seattle University, its agents and assigns, from all claims and liability relating to the licenses I have granted in this release. This release will not obligate the University to use or publish my image or use the rights I have granted. I hereby certify that I am 18 years of age or older and have the right to grant the licenses contained in this release.

Photographs or video images that are sufficiently clear to identify a student are considered part of the student's education records and are protected from disclosure by federal law (FERPA).
The University's FERPA notice can be viewed at the following URL:
http://www.seattleu.edu/regis/Policies/Policy_PDFs/Ferpa_Student_Notification.pdf

SIGNATURE:_____ TELEPHONE _____

DATE _____ NAME _____

ADDRESS _____

CITY, STATE & ZIP CODE _____

I hereby certify that I am the parent and/or guardian or a person under the age of 18 years, and in consideration of value received, the receipt of which I acknowledge, I consent to the terms of the release set forth above.

_____

PARENT OR GUARDIAN

_____

ADDRESS, CITY, STATE, ZIP

_____

DATE

Revised December 2004

▪PROJECT CENTER ACADEMIC YEAR 2021-2022 CALENDAR▪
▪Dates and Deadlines▪

Month	Event/Submittal Deadline	Event Date/ Submittal Deadline	Time	Event/ Submittal Location
September	Fall Workshop 2021	Wed 9/29/21	3:40 PM–5:45 PM	VIRTUAL
October	Project Agreement (Exhibit D), Photo Release Form & Project Room Form DUE	Friday 10/8/21	4:00 PM	Send Forms to Jorge Vargas, by email
	Joint Session 1* Implicit Bias & Team Dynamics: Rosetta Lee	Mon 10/11/21	3:40 PM – 5:45 PM	VIRTUAL
	Joint Session 2* Professional Ethics: Dean Quinn	Mon 10/18/21	3:40 PM – 5:45 PM	VIRTUAL
	Joint Session 3* Project Basics. OMG-The Secret to Project Success is Hidden in Plain Sight: Mike Larson.	Mon 10/25/21	3:40 PM – 5:45 PM	VIRTUAL
	Project Budgets DUE	Friday 10/29/21	TBD	Turn in to Design Coordinator
	Last Day to turn in October Reimbursement Receipts	Friday 10/29/21	4:00pm	Send to Project Center Assistant Jorge Vargas, by email
November	ENSC Team Interviews	Wednesday 11/3/2021	3:40 PM – 5:45 PM	VIRTUAL
	CEE Team Interviews	Wednesday 11/3/2021	3:40 PM – 5:45 PM	VIRTUAL
	ECE Team Interviews	Monday 11/29/21	3:40 PM – 5:45 PM	VIRTUAL
	Project Team Photos DUE (3+ photos)	On or Before Wednesday 11/19/21	4:00 PM	Turn in to Project Center Electronically
	Last Day to turn in November Reimbursement Receipts	Tuesday 11/30/21	4:00 PM	Send to Project Center Assistant Jorge Vargas, by email
December	Mid-Year Survey	On or Before Wednesday 12/3/21	4:00 PM	Online/In-class
	Last Day to turn in December Reimbursement Receipts	Wednesday 12/22/21	4:00 PM	Send to Project Center Assistant Jorge Vargas, by email

Month	Event/Submittal Deadline	Event Date/ Submittal Deadline	Time	Event/ Submittal Location
January	**ME** Team Interviews	Please refer to your course syllabus	TBD	**VIRTUAL**
	Last Day to turn in January Reimbursement Receipts	Friday 1/28/22	4:00 PM	Send to Project Center Assistant Jorge Vargas, by email
February	**CS** Team Interviews	Please refer to your course syllabus	TBD	**VIRTUAL**
	Projects Day Program Paragraphs DUE	Please refer to your course syllabus for the deadline	TBD	Turn in to Design Coordinator
	Last Day to turn in February Reimbursement Receipts	Friday 2/25/22	4:00 PM	Send to Project Center Assistant Jorge Vargas, by email
March	Project Team Photos DUE (3 – 5 photos)	Friday 3/4/22	4:00 PM	Send to Project Center Assistant Jorge Vargas, by email
	Last Day to turn in March Reimbursement Receipts	Thursday 3/31/22	4:00 PM	Send to Project Center Assistant Jorge Vargas, by email
April	Last Day to turn in April Reimbursement Receipts	Friday 4/29/22	4:00 PM	Send to Project Center Assistant Jorge Vargas, by email
May	**Project 1-Minute Video DUE**	Check your class syllabus for deadline. **To Jorge by Monday 5/23/22**	N/A	**All 1-Minute Videos must be approved and reviewed by your sponsor/liaison, faculty advisor, and turned in to your Design Coordinator.**
	CEE and ENSC Project Reports DUE	Please refer to your course syllabus for the deadline	TBD	Turn in to Design Coordinator
	Last Day to turn in May Reimbursement Receipts	Tuesday 5/31/22	4:00 PM	Send to Project Center Assistant Jorge Vargas, by email
June	**Projects Day!**	**Friday 6/3/2022**	**12:45 PM – 5:15 PM**	**Sullivan Hall (SU Law School)**
	End-Of-Year Survey	Before last day of class on **Mon 6/6/2022**	TBD	In Class/ Online
	Project Center Final Check-Out	Friday 6/10/22	4:00 PM	Last day to turn in all receipts for reimbursements to Jorge Vargas by email and please contact the Project Center to return any SU property.

*Please note the joint sessions may require the full-time block and end at 5:45pm
Calendar is Subject to Changes

▪ THE IMPORTANCE OF DEADLINES ▪

The deadlines on the Project Center academic calendar and in your syllabus have been carefully selected to provide you with sufficient time to complete and turn in work. Many of your deliverable products must be reviewed and approved by your faculty advisor, design coordinator, and sponsor prior to submittal in their final form to the Project Center. Please see your course syllabi for those internal deadlines, which will precede the Project Center deadlines.

To meet deadlines, you will need to Plan Ahead!

Meeting deadlines is an important component of the senior design courses. Failure to meet deadlines will affect your grade in each course.

> If you have any questions, please contact Project Center Assistant Jorge Vargas, and Rachael Brown during Zoom live office hours (Zoom link for office hours will be available in Canvas) **Monday & Wednesday with Jorge 11:30am-12:30pm and 3pm-3:40pm, Tuesday and Thursday with Rachael 12:30am-1:30pm or in person with Jorge (BANN 544)**, and **Friday in person at the Deans Office BANN 544**, or get help by phone at (206) 296-5503.

▪ DIVERSITY, INCLUSION AND ETHICAL BEHAVIOR▪

Your senior capstone experience is an opportunity to enhance your professional and intellectual growth within your discipline. It also represents an opportunity to work closely with team members with different backgrounds and develop an appreciation for diversity, ethical behavior, and an understanding of the social, economic, and environmental constraints common to engineering and science projects. The success of your project will largely depend upon cultivating positive team interactions that foster each team member's inclusion and unique contributions to the project.

In this regard, Seattle University has a longstanding commitment to diversity and inclusion. Diversity is one of the six core values we espouse as part of our mission. The Project Center is committed to sustaining a culture of inclusive excellence that values diversity and works for equity in opportunity and outcomes. As a part of the Project Center, we ask for your help in fostering a welcoming and open environment, treating others with respect, and collaborating toward a shared vision. Please refer to the Student Code of Conduct and to the Office for Diversity and Inclusion for more information.

If you personally experience bias, harassment or discrimination, or witness any of these, we encourage you to reach out to one of the resources listed below.

Resources for you to discuss or report bias or discrimination incidents include:

- Your Design Coordinator, Faculty Advisor, Department Chair, or Project Center Corporate Relations Manager
- SU Office of Institutional Equity-Interim Assistant Vice President for Institutional Equity, Dr. Jill Moffitt 206-220-8515 or jmoffitt@seattleu.edu
- Office of the Dean of Students (if student is the target or offender) STCN 140 or 206-296-6060
- Counseling and Psychological Services (CAPS) - Pigott Pavilion for Leadership Suite 120 or 206-296-6090
- Campus Ministry - Student Center 120 or 206-296-6075

Additional Information:

- Seattle U Mission, Vision and Values
- Student Code of Conduct
- Seattle U Bias Harassment Policy
- Seattle U Non-Discrimination Policy
- Seattle U Sexual Harassment Policy

▪ BUDGET AND SPENDING ▪

> EXPECTATIONS FOR BUDGETING: TEAMS WILL PLAN THE TEAM BUDGET ASSUMING THE PROJECT WILL BE COMPLETED BASED ON THE UNIVERSITY'S CURRENT RESPONSE TO COVID-19. IF THE UNIVERSITY'S RESPONSE TO COVID-19 CHANGES AND THIS IMPACTS HOW THE PROJECT CAN BE COMPLETED, TEAMS WILL BE ALLOWED TO SUBMIT A REVISED BUDGET FORM TO REFLECT THESE CHANGES.

Managing your design project includes budgeting. You are required to track your expenditures and manage your budget. It is your responsibility to familiarize yourself with the budget procedures and policies for your senior design project. Your proposed budget will be based on your estimate of how much your project will cost. Your expenditures are classified into four categories: *project supplies, capital equipment, mileage/travel, and miscellaneous expenses*. Each team must report their projected budget with the INITIAL TEAM BUDGET FORM (see example form on pages 16-17):

INSTRUCTIONS TO FILL OUT AND SUBMIT FORM
All forms should be filled out, signed, and submitted electronically to the Project Center via email at vargasjorge@seattleu.edu

To get the form please:
- Go to: https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/project-center-old-files/Initial-Team-Budget-Request-Form-2021-2022.pdf

- Download ⬇ the form on your desktop.

- Open form with **Adobe Acrobat** by double clicking the file directly from your Desktop

IMPORTANT NOTE: **For the digital signature option**, the forms must be downloaded and opened with **Adobe Acrobat**, otherwise, the user **will not be able to sign forms electronically.**
Your budget is DUE to your Design Coordinator by the deadline in your syllabus

Some Budgeting Questions to ask yourselves:
- How much money will we need to carry out our project?
- What supplies will we need?
- Will we need to purchase special equipment or software?
- Will my team be using a monthly charged or prepaid data or coding subscription, or a phone service for any project devices such as AWS, GitHub, T-Mobile, etc.*?* Please specify on your form, then the Project Center will plan with your team.
- How much will we be spending on shipping costs and taxes? (Note: your budget should not include overnight shipping costs—see below)

Unallowable Expenses:
- Conference or competition travel costs and registration fees.
- Overnight shipping costs, unless approved by the Project Center.
- Basic office supplies. If you need office supplies, please contact Jorge Vargas by email prior to purchase.

Purchases Become Property of the Project Center, Department, or Sponsor

Please be aware that all expenditures are strictly for use in carrying out your project. All purchases become the property of the Project Center or department for use by future project teams or will be given to the project sponsor at the conclusion of the project per contract terms.

Keep Track of Your Budget

Learning to manage your budget is an important part of your project experience. A budget template will be provided upon request. If you find any discrepancies on your budget, discuss the matter with the Project Center Assistant Jorge Vargas. Please note that many orders placed online do not always reflect taxes by the time of purchase. University policies dictate that taxes must be collected. The university will deduct the tax (10.1%) from your team budget if it was not previously reflected.

Purchases through **ProcureSU** will have adjustments for tax sales and shipping costs. The Project Center Assistant will notify teams of the total cost of an item purchased through the **ProcureSU** system.

Changes to Your Budget

Changes and increases to your budget must be submitted **in writing** to the Project Center using the **INCREASE OF TEAM BUDGET REQUEST FORM** (see example of the form on pages 18-19)

INSTRUCTIONS TO FILL OUT AND SUBMIT FORM

All forms should be filled out, signed, and submitted electronically to the Project Center via email at vargasjorge@seattleu.edu

==To get the form please==:
- Go to: https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/project-center-old-files/Increase-of-Team-Budget-Request-Form-2021-2022.pdf

- Download ⬇ the form on your desktop.

- Open form with **Adobe Acrobat** by double clicking the file directly from your Desktop

==IMPORTANT NOTE==: **For the digital signature option**, the forms must be downloaded and opened with **Adobe Acrobat**, otherwise, the user **will not be able to sign forms electronically.**

The increase in your budget must be approved by your faculty advisor and the Project Center Director, before purchasing the item(s).

PROJECT CENTER - INITIAL TEAM BUDGET REQUEST FORM *(page 1 of 2)*
Download the form here: https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/project-center-old-files/Initial-Team-Budget-Request-Form-2021-2022.pdf

List the total projected dollars that you and your team anticipate spending in each category. Complete the second worksheet listing specific line items and costs. After the itemized form is completed, attach this cover page and any supplemental information before you turn it in.

Project Team Dept and Number _____

Faculty Project Advisor Signature _____ **Date** _____

Faculty Project Advisor Printed Name _____

Project Center (authorization) _____ **Date** _____

The overall budget must be approved by the Project Center before any purchases or reimbursements will be authorized. Revisions to the budget (including transfer of funds between categories) must also be requested in writing to the Project Center by using the **Increase of Team Budget Request Form**.

Your budget will be approved up to $1,500

Project Supplies	TOTAL: (A)	$
Capital Equipment	TOTAL: (B)	$
Travel (Mileage, parking)	TOTAL: (C)	$
Miscellaneous (Phone Line for Project Device, Data Subscriptions, etc.)	TOTAL: (D)	$
Total Projected Budget (A, B, C, and D)	TOTAL PROJECTED BUDGET:	$

REFER TO YOUR COURSE SYLLABUS FOR BUDGET DUE DATE

Project Supplies

(Any single item under $500; e.g., chips, LEDs, connectors, lab/shop testing supplies, reference materials)

	$
	$
	$
	$
	$
SUBTOTAL	$

Capital Equipment

(Any single item over $500; e.g., software packages, test equipment and instruments, major laboratory components)

	$
	$
	$
SUBTOTAL	$

Travel

(Mileage to/from sponsor office or field site and associated parking fees, liaison's visitor parking fees on campus)

	$
	$
SUBTOTAL	$

Miscellaneous

(Copying, phone line for project device, data processing monthly subscriptions or prepaid, etc.)

	$
	$
	$
SUBTOTAL	$
TOTAL	$

Back to Top

PROJECT CENTER - INCREASE OF TEAM BUDGET REQUEST FORM *(page 1 of 2)*
Download the form here: https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/project-center-old-files/Increase-of-Team-Budget-Request-Form-2021-2022.pdf

The budget increase must be approved by all parties listed below before any purchases or reimbursements will be authorized. You must complete both pages.

Project Team Dept and Number _____

Faculty Project Advisor Signature _____ **Date** _____

Faculty Project Advisor Printed Name _____

Project Center (Authorization) _____ **Date** _____

Detailed Justification for Increase:

Summary of Requested Budget Increase

Project Supplies TOTAL: (A)$ _____

Capital Equipment TOTAL: (B)$ _____

Travel (Mileage, parking) TOTAL: (C)$ _____

Miscellaneous
(Phone Line for Project Device, Data Subscriptions, etc.) TOTAL: (D)$ _____

Total Projected Budget (A, B, C, and D) TOTAL PROJECTED BUDGET: $ _____

Turn in your signed form to the Project Center Assistant Jorge Vargas by email

Project Supplies

(Any single item under $500; e.g., chips, LEDs, connectors, lab/shop testing supplies, reference materials)

SUBTOTAL	$

Capital Equipment

(Any single item over $500; e.g., software packages, test equipment and instruments, major laboratory components)

SUBTOTAL	$

Travel

(Mileage to/from sponsor office or field site and associated parking fees, liaison's visitor parking fees on campus)

SUBTOTAL	$

Miscellaneous

(Copying, phone line for project device, data processing monthly subscriptions or prepaid, etc.)

SUBTOTAL	$
TOTAL	$

▪ Purchasing and Reimbursement Instructions ▪

!	**PLEASE READ THESE INSTRUCTIONS THOROUGHLY.** Mistakes can cost your senior design team unnecessary loss of time and funds.

INSTRUCTIONS TO FILL OUT AND SUBMIT FORM

All forms should be filled out, signed, and submitted electronically to the Project Center via email at vargasjorge@seattleu.edu

The first step in purchasing an item that is specified in your budget is to complete and submit a purchase request form to Jorge Vargas. All items must be ordered through the Project Center. If the Project Center is unable to purchase from a **ProcureSU** designated vendor, we will work with you to purchase from an outside vendor (purchases under $500 total). Please note that all purchases over $500 must be purchased through **ProcureSU**.

The **ProcureSU** Purchase Request Form (see example form on page 22), please download the form at: https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/project-center-old-files/ProcureSU-Purchase-Request-Form.pdf please fill out, sign, and submit it electronically.

IMPORTANT NOTE: If your project team will need to subscribe to a phone service for one of your project devices, or if your team will be using a data or coding processing monthly service or prepaid service such as AWS, GitHub, etc. Please contact Jorge Vargas immediately to plan to set up accounts and payment methods for your team.

Purchasing Process

Complete a **ProcureSU** purchase form, listing all items preferably with at least **2 weeks** before the items are needed, or plan accordingly for shipping time.

1. Attach to the form, images of the item(s), item number, short item description, price, amount, and any other special instructions.
2. Email Jorge Vargas vargasjorge@seattleu.edu with the links of the item(s) you wish to order.
3. Forward the completed form and documentation to your faculty advisor for digital signature and approval.
4. Email the purchase form plus any supporting documentation to Jorge Vargas with at least 2 weeks before the supplies are needed, or with enough time for shipping time.
5. The Project Center will send the purchase form to the procurement department.
6. After the procurement department places the order with the vendor, it can take 2 to 10 business days for the supplies to arrive- please plan accordingly for shipping and handling times.

To download the ProcureSU purchase form please:

- Go to: https://www.seattleu.edu/media/college-of-science-and-engineering/images/projectcenter/ProcureSU-Purchase-Request-Form.pdf
- Download ⬇ the form on your desktop.

- Open form with **Adobe Acrobat** by double clicking the file directly from your Desktop

IMPORTANT NOTE: **For the digital signature option**, the forms must be downloaded and opened with **Adobe Acrobat**, otherwise, the user **will not be able to sign forms electronically.**

If possible, send an email confirming that all items have been received in good order, to Jorge Vargas.

Note: If any items need to be returned or exchanged, please contact us immediately.

ProcureSU Purchase Request Form

Download the form here: https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/project-center-old-files/ProcureSU-Purchase-Request-Form.pdf

PROJECT CENTER - PROCURESU PURCHASE REQUEST FORM

Student Name & Student ID #: _____ Dept/Team #: _____

Faculty Advisor Signature: _____ Date: _____

Faculty Advisor Printed Name: _____ Approved by Project Center Staff: _____

INSTRUCTIONS:
1. Complete this **ProcureSU** purchase form listing all items needed. Attach item image, item number, short description, and price and any special instructions; please be as specific as you can. *For faster finding of the items being purchased*, please email web links of the items to Jorge Vargas at vargasjorge@seattleu.edu
2. Email the ProcureSU purchase form plus any supporting documentation to Jorge Vargas preferably 2 weeks before the items are needed or plan accordingly for shipping time.
3. In case of returns and exchanges: please contact Jorge Vargas immediately.

Description of Item(s)	Item Number	Website, Name of Vendor, or Phone Number to Order	Quantity	Cost (Including Tax & Shipping Cost, if available)

▪ IMPORTANT INFORMATION ABOUT TRAVELING, TRANSPORTATION, AND PARKING ▪

GIVEN THE CURRENT SITUATION OF INCREASING COVID-19 CASES STATE-WIDE, THE PROJECT CENTER URGES YOU TO USE VIRTUAL MEETINGS FOR **MEETINGS WITH SPONSORS.**

THE PROJECT CENTER REQUIRES A COMPLETED PROJECT CENTER [SAFETY PLAN FOR SITE VISITS AND FIELD WORK](#) TO BE COMPLETED AND APPROVED BY YOUR FACULTY ADVISOR, DEPARTMENT DESIGN COORDINATOR AND THE PROJECT CENTER PRIOR TO TRAVEL. **ALL TRAVEL, TRANSPORTATION, AND PARKING ARRANGEMENTS MUST BE REVIEWED, APPROVED, AND ARRANGED BY THE PROJECT CENTER**.

THE PROJECT CENTER WILL CONSIDER REQUESTS FROM THE TEAMS FOR ACCOMMODATIONS OR RESOURCES ON A CASE-BY-CASE BASIS. PROJECT TEAMS WILL RECEIVE MORE GUIDANCE ON THIS AFTER CLASSES BEGIN.

▪ Mileage and Food Reimbursement Process ▪

Food will only be reimbursed if purchased on a site visit over 50 miles away from campus. *Alcohol purchases of any kind will not be reimbursed*. **Itemized receipts are required** for all meals at restaurants and food purchases, unless per diem rates are used. Mileage will be reimbursed at **$0.58 cents per mile** as of 2021. Gas receipts will not be reimbursed. Automobile travel is currently reimbursed.

Refer to the instructions below and in the **Mileage & Food Reimbursement Form**. This form can be found online at: https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/project-center-old-files/Mileage--Food-Reimb.-Form-2021-2022.pdf

1. Submit your faculty-e-signed Mileage & Food Reimbursement Form and itemized receipt for food purchases to Jorge Vargas by email.
2. Submit requests for **no less than $25**, unless that amount equals total spending for the month, by the end of the month.
3. The Project Center will submit your reimbursement form and itemized receipt for food to the Controller's Office for a check reimbursement. Please allow 10 to 15 business days for your check to arrive.
4. The reimbursement check will be mailed to the address you provide in the form.

Always allow for the unexpected. Make copies for your own records and turn in your requests as soon as you can to avoid missing the end of the month submission deadline.

VERY IMPORTANT NOTE ABOUT REIMBURSEMENTS

For miscellaneous and **minimal purchases** that are needed by a project team when the Project Center staff is not available (e.g., weekends, breaks) or for any outside **ProcureSU** purchases that have been approved by the Project Center, **please save all itemized receipts and proof of payment information.** Please email an attachment of the receipts and a request for reimbursement to Jorge Vargas.

Mileage & Food Reimbursement Form

Download the form here: https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/project-center-old-files/Mileage--Food-Reimb.-Form-2021-2022.pdf

PROJECT CENTER - MILEAGE & FOOD REIMBURSEMENT REQUEST FORM

Student Name & Student ID #: _____	Dept. / Team #: _____
Student Email: _____	Phone # _____
Address, City, State & Zip: _____	
Faculty Advisor Signature: _____	Date: _____
Faculty Advisor Printed Name: _____	Approved by Project Center:

General Reimbursement Information

1. Food expenses will be reimbursed if a team has a site visit over 50 miles away from campus. Purchase receipt(s) must include restaurant's itemized list of food and drinks ordered, plus how you paid and the names of the team members who attended the meal. **Alcoholic beverages will not be reimbursed.**
2. You must submit reimbursement requests within 31 days of purchase. Any requests submitted after 31 days will not be reimbursed.

Mileage Reimbursement Information

1. The Project Center will reimburse teams for project-related travel. Please submit reimbursement request for no less than $25.00, <u>unless</u> that amount equals total spending for one month.
2. Reimbursements must be submitted by 4pm on the last business day of the month when travel occurred.
3. Teams must carpool whenever possible, if circumstances prevent this, <u>no more than 2 drivers</u> will be reimbursed for one same trip. If you did not carpool you must include explanation in the notes section below.

Mileage is reimbursed at $58 cents/mile. Gas receipts will NOT be reimbursed.

Instructions

1. Fill this form out completely.
2. Itemized receipts are required with this form.
3. For miles reimbursement: **attach a Google map with details of the trip from Start-to-Finish route and include the total miles traveled (all trips must start from SU Campus).**
4. Attach information about carpooling if applicable.
5. Have your project team faculty advisor sign the reimbursement.
6. Email the signed form and any other additional information to Jorge Vargas vargasjorge@seattleu.edu
7. A reimbursement check will be processed. Please allow 10 to 15 business days. The reimbursement check will be mailed to your current address or it will be available for pick up at the Project Center office.

Description of Food Purchase / Trip to:	Miles x $0.58	Food Cost	Cost (including tax)

▪ Project-Related Travel Costs ▪

ALL TRAVEL, TRANSPORTATION, AND PARKING ARRANGEMENTS MUST BE REVIEWED, APPROVED, AND ARRANGED BY THE PROJECT CENTER. WE STRONGLY RECOMMEND YOU HOLD MEETINGS VIRTUALLY UNTIL FURTHER NOTICE DUE TO COVID-19, A "PROJECT CENTER SAFETY PLAN FOR PROJECT SITE VISITS AND FIELDWORK" FORM MUST BE COMPLETED AND APPROVED BY YOUR FACULTY ADVISOR, DESIGN COORDINATOR AND A PROJECT CENTER REPRESENTATIVE PRIOR TO TRAVEL.

Local Travel Using Personal Vehicle

Local travel is considered when traveling within a radius of 10 miles of Seattle University. Local travel, such as a supply run, would not normally qualify for mileage reimbursement. An exception to this general rule would be if there were repeated requirements for local travel, such as a project that requires a weekly visit to a sponsoring organization. Such travel could be reimbursed upon the advance approval of the faculty advisor. In accordance with Seattle University's commitment to sustainability, van rentals, mass transit, or carpooling should be used whenever possible and safe.

Travel outside the local area is reimbursed, subject to advance approval of the faculty advisor. Automobile travel is currently reimbursed at the Seattle University rate of **58 cents per mile**. There is no reimbursement for gas expenses as this is covered in the mileage reimbursement. A Google map showing start and finishing routes, including miles traveled, is required for mileage reimbursement. Please fill out the **Mileage & Food Reimbursement Form** found online email the completed form to Jorge Vargas to be processed.

Carpooling: Teams must carpool whenever possible. If circumstances prevent this, no more than 2 drivers will be reimbursed per trip. Parking costs associated with travel are reimbursable if you have a receipt. As with other reimbursements, please accumulate requests in amounts of $25 or more and submit by the last day of each month.

Ridesharing, Car Share Rentals and Taxis

Rideshare (Uber, Lyft), carsharing (Car2Go, Zipcar, Limepod) and taxis may be used if mass transit, carpooling in your own vehicle or walking is not an option. Ridesharing, carsharing and taxis will be referred to as "Shared Use Mobility Options (SUMO)." If multiple students and their faculty advisor are travelling to the sponsor site, they are allowed to use a SUMO only if they carpool in a single SUMO or no more than 2 SUMOs per trip if there are more attendees travelling than are allowed in a single vehicle. If using a service with a provided driver (taxi, Uber, Lyft), tips will only be reimbursed to 20%. Anything above 20% will be the responsibility of the individual paying.

Car sharing can be a cost-effective way to travel if you are in the car sharing service territory. Students who use a car service such as Limepod or Car2Go are responsible for being aware of their service territory and will be responsible for any fees other than travel to and from the meeting. Students will not be reimbursed for cars parked outside of the territory, including parking time during the meeting. EX: You have a meeting in Kent and use a LimePod. The car time to and from the meeting will be covered, but the time parked will not. If you have a meeting outside of the service territory for car sharing, please use other SUMO services such as a taxi, Uber, or Lyft.

SUMO costs associated with travel are reimbursable if you have a receipt. **Please save all itemized receipts and payment proof** and contact Jorge Vargas to get a reimbursement **(this reimbursement form is not available on the Project Center website).** As with other reimbursements, please accumulate requests in amounts of $25 or more and submit by the last day of each month.

Renting a School Van

T I P	PLAN AHEAD! Seattle University vans are available on a first-come, first-serve basis. The Project Center Assistant Jorge Vargas needs five working days to process paperwork for vehicle rentals.

Whether you rent a university van or a vehicle from an outside vendor, your team must register drivers with Public Safety by filling out **Vehicle Driver Authorization Form** for each driver. These are available from Public Safety and are good for the academic year. All drivers of Seattle University vehicles must be 21 years of age or older. A full description of the driver authorization process can be found on the Transportation and Parking Services webpage at:

https://www.seattleu.edu/transportation/vehicle-rentals/driver-authorization/

The process includes the following steps:
   A.   Defensive Driver Training by Edu-Risk-Learning (for all drivers of university vehicles)
   B.   Van Safety Training (for drivers who wish to rent 12-passenger vans)
   C.   Application for Driver Authorization (for all drivers of university vehicles)

After you have registered your drivers with Public Safety, you must complete a Vehicle Rental Contract through the Public Safety office or website. The form requires that you indicate the specific dates and times you will need the vehicle and list the registered drivers and their ages. The form also requires the authorization of the Project Center. Email the **completed request form to Jorge Vargas. All van rentals must be done through Jorge.**

*** The Project Center Staff will only approve SU van rental requests, not rentals from other companies if SU is out of vans. Teams are responsible for emailing vargasjorge@seattleu.edu a copy of the receipt after the van trip. The team is also responsible for late fees and cleaning fees***

Overnight Travel
While uncommon, you project may involve travel that requires an overnight stay. If your project requires an overnight stay, it must be approved by the Project Center as least 2 weeks prior to the travel. All members must stay in separate hotel rooms, and it is recommended that your faculty advisor travel with you. Please contact Jorge Vargas with any questions and for overnight travel approvals.

▪ OTHER ADMINISTRATIVE PROCEDURES ▪

Parking On-Campus for Visitors.

DUE TO COVID-19, WE STRONGLY RECOMMEND YOU HOLD MEETINGS VIRTUALLY UNTIL FURTHER NOTICE. IF THIS IS NOT POSSIBLE, PLEASE CONTACT THE PROJECT CENTER FOR PRIOR APPROVAL BEFORE YOUR SPONSOR COMES TO CAMPUS

To secure parking for your liaison or non-SU visitors **(not including SU students or faculty)** who will be working with your project team, the Project Center strongly recommends project teams to request parking at **least 3 days before** the parking is needed. You will not need to secure parking for your liaison(s) for special events (e.g., Fall Workshop, Projects Day).

How do I request a 1 - to 6-hour parking pass, or a 1-day parking pass for my liaison?
Please send the following information to vargasjorge@seattleu.edu :
- Team number
- Date when the parking is needed
- Start and end time of the parking needed
- Name of guest(s)
- Number of passes needed (are your guests carpooling?)
- Reason or title of meeting

How do I request a 4-one-day parking code pass for my liaison?
Your team can also request a "4-one-day parking punch-card" with **5-day advance notice** from the Project Center Staff. **$60 dollars will be deducted from your team budget for each pass**. These code passes can be given to liaisons to keep, and the code can only be used by the car designated. This is a good option for liaisons who meet with their teams weekly, as this makes it more convenient for them and less expensive. **Only one** 4-One-Day parking code can be requested at a time.
To request this pass, please send the following information to vargasjorge@seattleu.edu
- Team number
- Name of liaison and company
- License plate number and State
- Vehicle year
- Color, make, and model
- Type (sedan, SUV, etc.)
- E-mail and phone number of guests

<mark>IMPORTANT NOTE ABOUT PARKING:</mark> Parking permits can only be requested for liaisons or other non-SU related visitors that will meet with project teams to work directly on the capstone project. The Project Center will not cover parking for SU faculty and students.

If your team is going to drive to the liaison's worksite, the Project Center will reimburse for mileage from campus to the liaison's worksite and any parking fees outside the liaison's worksite.

The Project Center does not cover on-campus parking for project team members at any time including prior to a visit at the liaison's worksite.

▪ DELIVERABLES ▪

Your teams will have several deliverables throughout the academic year. Follow your department's course syllabus and the Project Center calendar for deadlines for all submissions.

Important Deadlines

Projects Day program paragraphs, approximately 150-250 words: see course syllabus for deadline.
See more information on the Projects Day paragraph below.

Project Report: see course syllabus.
The report format and deadline for submittal of your draft report to the design coordinator will be set by the department.

Projects Day poster files: see course syllabus for department review of your poster.
Please refer to your course syllabus for the submission deadline of the final liaison-approved version of your poster. Please submit a PDF and a Microsoft Publisher copy of the file to your faculty advisor and your design coordinator for final review.

Projects Day Program Paragraph

Design coordinators will request that each team turn in a descriptive paragraph about each project that will be used for the Projects Day program. This will be submitted to the design coordinators by the due date listed in your syllabus.

Please use the following template to submit your project information and paragraph to your design coordinator.

NOTE: When there are multiple people listed, please list them alphabetically by last name. Please note in example how to list "PhD", "PE" etc.

TEMPLATE:
TITLE:
NUMBER:
SPONSOR:
SPONSOR LIAISON:
FACULTY ADVISOR:
STUDENTS:

Insert project paragraph. The description should include:
• Why the sponsor needs the project done, what problem is to be solved
• What the team did to solve the problem
• What specifications and criteria were met by the design solution.

Projects Day program paragraphs should be written as though the project has been completed. Paragraphs should be 150-250 words. Be sure to check spelling and grammar!

Your sponsor liaison, faculty advisor, and design coordinator must approve the final draft of your abstract before the design coordinator submits it on behalf of all the project teams to the Project Center.

EXAMPLE PARAGRAPH

TITLE: Seismic Assessment and Retrofit for the Cedar Falls Powerhouse
NUMBER: CEE 20.4
SPONSOR: Seattle City Light
SPONSOR LIAISON: Robert Cochran, PE, SE
FACULTY ADVISOR: J. Paul Smith, PhD, PE, SE
STUDENTS: Hiba Farag, Kevin Hernandez, Kelvin O'Gorman, Patricia Paulino, Banh Quan

The Cedar Falls Powerhouse plays a vital role in the operations that deliver safe drinking water to millions of Greater Seattle residents. Constructed in 1905, the Cedar Falls Powerhouse project was built during a time where seismic provisions were practically non-existent. Due to the area's high seismic risk and the building's age, there are concerns about the structural integrity and ability to withstand a major earthquake. Seattle City Light requested that Team CEE 20.4 conduct a seismic assessment of the powerhouse to identify potential deficiencies and design appropriate retrofit alternatives in accordance with ASCE 41-17: *Seismic Evaluation and Retrofit of Existing Buildings.* Following the completion of a multi-tier analysis, the team delivered a final report to Seattle City Light containing a list of identified deficiencies as well as supporting calculations, computer models, mitigation alternatives, and cost estimates.

Additional examples of previous project paragraphs can be found on page 30 and in the 2020 Projects Day program at:

Final Reports and Other Deliverables

Student teams will submit final reports and other final documents <u>electronically</u>. Please refer to the deadlines provided in your syllabus.

CEE/ENSC Teams ONLY – Some of the CEE and ENSC sponsors may require you to submit printed final reports. If printed final reports are required, please notify the CEE Design Coordinator to receive specific printing instructions prior to the syllabus deadline. Project reports that are to be printed must be approved by the CEE Design Coordinator and sent to the Project Center to be printed.

Projects Day Video Assignment

The Projects Day video is a short video (less than 1 minute) introduction for your project that will be sent to Projects Day attendees a few days prior to the event. The purpose of the video is to serve as a promotion that will be sent out prior to Projects Day to build interest and encourage attendance to your presentation. The video should be professional and representative of your sponsor and give a high-level introduction to your project.

Please keep in mind that you are representing your sponsor, Seattle University, and Projects Day, so keep your video professional, including dress. If you need pointers on this, your faculty advisor, design coordinator, and the Project Center are good places to get help. Please contact your sponsor for feedback on appropriate images and other content.

Assignment instructions below include the purpose, requirements and links to resources that can help you as well. If you have any questions, please feel free to contact the Project Center or discuss it with your departmental design coordinator.

<u>ASSIGNMENT INSTRUCTIONS</u>
Due 5/20/2022
Requirement:
Your video must be approved by your sponsor prior to submitting it to your design coordinator and the Project Center.

Video about your projects that is 1 minute or less, landscape orientation, approved by sponsor liaison and posted to YouTube publicly or as unlisted. Send the link to your design coordinator and Rachael Brown (brownra@seattleu.edu)

Video Tips:
- Identify sponsor, problem your team solved or attempted to solve.
- Include images relevant to the project (e.g., project location, site pictures, engineering drawings etc.) that may entice a visitor to listen to your presentation or talk to your team.
- Because the video is only a minute long, all team members do not have to speak; but you may include a photo/image of all the team members.
- Get Sponsor approval before posting the video to YouTube or sending to the Project Center. Please notify your sponsor liaison that you will be doing a video and check before you start to see if there are any parameters, rules, or restrictions to what you can show in the video.

Tools and Help:
- Webcam or phone video tips: https://www.seattleu.edu/marcom/video/filming-yourself-with-a-smart-phone/
- Canvas Studio-can be used for recording and editing
- Canvas Studio Guide: https://community.canvaslms.com/docs/DOC-9691-arc-guide-table-of-contents
- YouTube Instructions: https://www.wikihow.com/Upload-a-Video-to-YouTube

Sample Videos can be found here: https://www.seattleu.edu/scieng/project-center/projects-day/projects-day-2021-1-minute-videos/

Back to Top

EVENT IS SUBJECT TO CHANGES, DEPENDING ON COVID-19 GUIDELINES

Projects Day is the culminating event that showcases your Project Center experience. You will present your final project orally and as a poster to your peers, corporate sponsors, potential employers, and University faculty and staff. It may be helpful to view last year's Projects Day program on the Project Center program at:

https://www.seattleu.edu/media/college-of-science-and-engineering/files/projectcenter/SU_ProjectsDay2020.pdf

Practice Sessions, Presentations, and Project Display

During the week of Projects Day, presentation rooms will be available for practice sessions. Please check with your design coordinator to determine if your presentation will be loaded onto a departmental laptop or if you should bring your own laptop. Follow your department's guidelines for presentations.

Each team will have one 6-foot table for the poster and other display materials. Any team needing additional display space or power requirements should coordinate with the Project Center at least 2 weeks prior to Projects Day. Power cords and power strips will be available on loan but must be requested in advance.

During your project experience, if you have any questions or concerns, please use this manual, ask the Project Center Staff for assistance. We are here to help you to make the most of this opportunity!

Have a great capstone project experience!

Back to Top