

## DEPARTMENT OF CIVIL AND MECHANICAL ENGINEERING

### Capstone Senior Design Courses Mechanical Engineering Program Selection and Assignment of Projects

To help ensure a smooth and timely initiation of the senior design projects, student selection and project assignment will begin in semester prior to the semester in which the project will start. Summer sessions are not included.

The procedure for the student selection and project assignment is as follows:

1. Approximately two weeks before the end of the semester prior to the semester in which the project will start a senior design orientation meeting will be held. All students who intend to take the first senior design course in the following semester should attend this orientation meeting. At this meeting details of each potential project will be presented by the senior design coordinator.
2. A list of potential projects will be posted on a website approximately three weeks before the end of the semester prior to the semester in which the project will start. Students are encouraged to visit this website and seek additional information from the senior design coordinator and project advisors, if needed.
3. The web page will be updated as new projects are proposed or listed projects are cancelled up to one weeks before the beginning of the semester in which the project will start.
4. All students are advised to “apply” for a project by submitting a cover letter and resume to the senior design coordinator. The cover letter should include a ranked list of **all** posted projects that are within the student’s major and a brief statement why he/she is qualified for the first ranked project.
5. The application submission period is the week before the beginning of the semester.
6. During the first week of the semester in which the project begins, the senior design coordinator in consultation with the projects advisors will decide on the composition of their teams. Every effort will be made to match students with their first choice of projects. Special consideration will be given to a student who initiates a project or who has a close tie to a project sponsor. It might not be possible for all students to be assigned to their first choice of projects; in this case, students will be assigned to their next highest ranked project for which there is a slot available. Students who have not applied for any project will be assigned to work on a project with a faculty advisor, in their major area, by senior design committee

7. A list of the final team assignments will be posted on the web before the second meeting of ME 487 or ENGR 410.

#### 8. SPONSORED STUDENT CLASS PROJECT NOTICE:

*“This course permits you, the student to participate in a class project that has been sponsored by a third party other than the University. The University encourages and supports your participation in this practical learning experience. Although your course requirements may include a practical learning project, you are not required to participate in a project that is sponsored by an outside third party. Prior to your participation in a project sponsored by an outside third party, we would like you to carefully consider that your participation (i) may require you to assign your intellectual property rights to any intellectual property for which a student would retain ownership under the University’s Policy I.A.1 on Intellectual Property and/or (ii) may require you sign a non-disclosure (confidentiality) agreement with the sponsor. If you sign an agreement regarding intellectual property rights or a non-disclosure agreement, you may incur personal liability (with respect to breach of a non-disclosure agreement) or you may lose economic benefits associated with your ownership of intellectual property (with respect to a license or assignment of intellectual property). You are encouraged to retain independent legal counsel for advice on these types of agreements. In addition, if you choose not to sign a non-disclosure or intellectual property rights agreement, your professor will provide you with an alternate project at no penalty to you.”*