Project attendance policy – post lecturing and lab exercise period

March 25, 2021

1. Project attendance is defined as the combination of your work records on your team, and your zoom/physical presence at the scheduled lecture and lab hours. While I do not have fixed rubrics on how much is required of each component, it is all about how much you are advancing your project, if you can successfully complete your project to pass the passing threshold. Here are some rules of thumb that I use.
2. Slack work entries are used as a part of attendance record. Note, technical substance is the key. A simple entry such as “we meet and discuss xxx” does mean something, but not that much. You can probably write a simple script to do this sort of space fillers for you. On the other hand, a statement like “trying to quantify the xxx module, and so far we get this sketch as attached” that means HUGE.
3. I expect to have a few technical direct conversations, not just some slack/email messages asking for my feedback, with every student during the project phase in order to gain understanding of the work. All the major conversations happen in scheduled class and lab hours.
4. A rule of thumb: The more evidences I see, the less I have to have conversations. The less conversations we had, the more questions I tend to have. Every project is different, so I can quantify how many interactions we need to have. That being said, let the record of your work speaks for itself is a very effective approach in the past.
5. Point 3 does not mean that you must have a lot of conversations with me either. When you bring strong technical substances to the conversations, naturally we need less conversations, because we both know you have a strong standing of your project progress.
6. If you are less confident or need helps, it will be your best interest trying to contact me and TA for support during the schedule class times.
7. The project development process does matter. In some cases, they matter even more than the final product (especially when demo-crash happens,) and the quality of your project records during the life cycle play a key role in assessment of your grade.
8. Your project will be rejected, with an F grade, if not enough technical evidences have been shared with me and the TA during the process. Again, this is a case by case situation, and largely is decided based on your work record and our conversations.
9. In the past, we did require full attendance of class during lecturing hours, especially the kick-off period of the project period, b/c that are the best time for groups to have a common time slots to work on their shared issues. After the kick-off period, I may consider a more flexible physical attendance policy.
10. Two check points are planned. ALL members must attend the checkpoints.