Student Team Point of Contact Cheat Sheet:

Student Design Hub

The Student Design Hub is a resource for student design teams and entrepreneurs from the Memorial Center for Entrepreneurship to access technical design resources. Some of the services provided by the SDH are:

- Coordinating access to lab spaces and equipment within Engineering
- Providing access to the SDH collaborative design space and associated equipment for prototyping and team meetings
- Development of tutorials and programming to support students through the design and management of their projects
- Support in presentation preparation and review of documents for design competitions
- Guidance on funding applications and development of sponsorship packages
- A way to connect with student design teams, or launch new ones
- Access to mentorship and coaching from the EIR or other members of the SDH alumni network

The remainder of this document is intended to highlight key points of contact within Memorial University that Students can reach out to for support on their projects. If a service is not available within the Student Design Hub itself, there is likely already a complimentary service that available within the University. All available resources are linked at https://www.mun.ca/sdh/resources/, however direct points of contact are not always available. You will find the individual you can contact for each service below.

1) Purchasing
   As part of your student life fund award (if you received one) you are able to make purchases that align with your funding application. To understand the workflow associated with making purchases contact the EIR.
   - Contact: Kyle Doody, Engineer in Residence
   - Email: kdoody@mun.ca
   - Phone: 709 864 2732

Note: Your Student LIFE award typically includes a Purchasing Process document. Please review this document in detail before reaching out to Kyle.

Technical Services

Technical services has a variety of support services that can be offered to students. Students are given the in house rate of $25.00/hour for labor. You can purchase materials through technical services, or provide it yourself. Note that Technical Services is an independent “for profit” department of Memorial. You need to provide **advanced notice** for your work to ensure that it can be completed on schedule. Technical Services is not obligated to prioritize your work requests (poor planning my mean you’re not able to finish your project).

NOTE: Technical Services must be paid through an internal balance transfer using in house funding (such as the Student LIFE award). You cannot write Technical Services a check from a team bank account.

NOTE: To process your request you will need to fill out a work order request form. This form can be found at: https://www.mun.ca/research/resources/ts/Docs/TS_Work_Order_-_5A.pdf

2) Fabrication
   For fabrication, sheet metal, and welding
   - Contact: Billy Bidgood, Welding/Sheet Metal Shop Supervisor
   - Email: wbidgood@mun.ca
   - Phone: 709 864 8472

3) Machining
   For custom machining
   - Contact: David Snook, Machine Shop Supervisor
   - Email: dtsnook@mun.ca
   - Phone: 709 864 8315

4) Painting and Model Fabrication
   For painting, coatings, and specialize finishing
   - Contact: Mark Kieley, Model Fabrication Supervisor
   - Email: mjkieley@mun.ca
   - Phone: 709 864 8318

5) Electrical
   For electrical systems, PCB design, and PCB/circuit review
   - Contact: Bill Maloney, Electronics Engineering Supervisor
   - Email: bmaloney@mun.ca
   - Phone: 709 864 8314

Other Student Support Services

There are other services and projects that are designed to help students complete their projects at Memorial. A brief overview of the services provided at each location is listed with the contacts below:

6) MUN MED 3D
   MUN MED 3D is a rapid prototyping service available through the Faculty of Medicine aimed at supporting the design of teaching aids, custom medical work, and development of custom medical equipment. MUN MED can provide access to a variety of advanced 3D printers, as well as 3D scanners, and silicon mold production.
   - Contact: Stephanie Gibbons
   - Email: sgibbons@mun.ca
   - Phone: 709 864 2827

7) Digital Design and Prototyping Lab (DDPL)
   While the Student Design Hub offers 3D Printers for use on demand with your own material, the DDPL is available to print your parts for a fee. This lab has some advanced printers which offer

more versatility in material options. This lab can also provide access to a laser cutter, injection molder, and a vacuum former. This lab is available for students and researchers to use during business hours.

- Contact: Work Term Student Hired Each Semester
- Email: ddpl@mun.ca

8) Library Makerspace

The library MakerSpace provides access to a variety of resources for students including: 3D printers, sewing equipment, a circuit station, a Cricut vinyl decal printer, and virtual reality headsets.

This space also includes the Digital Media Center that can provide access to: computers with adobe creative suite for video and photo editing, DSLR Cameras, green screen, large format printing, and microphones.

- Contact: David Cantwell, Manager, IT Student Services
- Email: cantwell@mun.ca
- Phone: 709 864 3498

9) Super Computing Resources (ACENET)

ACENET is a resource for all students looking to learn more about computing and analysis. ACENET frequently offers free training courses and workshops to help you get started in a variety of technical areas. Through ACENET you can also access supercomputing resources to help with heavy computational tasks.

- Email: info@ace-net.ca
- Phone: 709 864 3280

10) Engineering Computer and Software License Issues (ECS)

Engineering Computing Services is a resource for the Faculty of Engineering to help resolve any issues related to computer assets. If a **Faculty owned computer** is not functional, or there is an issue with a software license, you can submit a ticket online. This service only extends to computers and not peripherals or other equipment.

- https://www.mun.ca/engineering/about/engineering-computing-services/

11) Banking and Bank Account Recovery (MUNSU)

If you've recently taken over a team that has a bank account, MUNSU can typically help you recover the account (as long as the group was ratified). MUNSU also offers a variety of grants and services to ratified groups. To learn more about funding opportunities through MUSU visit their website.

- Phone: 709 864 7633

12) Arranging International Travel (International Students)

The Internationalization Office at Memorial is a support for students who need to enter Canada. They can provide guidance regarding your student visa and if you can re-enter Canada should you deiced to attend a competition. It is advised that this office is contacted before any travel arrangements are made. The internationalization office **cannot** advise if you will be admitted to

other Countries you would like to travel to because all visa requirements are unique to the individual.

- Email: international@mun.ca
- Phone: 709 864 8895

To understand entry requirements for other Country's it is advised that you reach out to that Country's consulate for more information. The SDH has drafted some general guidance on international travel to the United States for international students. This information is available through the Student Design Hub on request.

13) The Attic

The Attic is located in the University center and offers on demand printing services for a fee. If you need to make flyers or advertisements the attic can help! If you are a ratified group with MUNSU you received a free printing credit annually.

- Email: copy@munsu.ca

14) Faculty of Engineering Labs

The lab spaces within the Faculty of Engineering have a variety of equipment available that can sometimes be used by students. Each lab is subject to its own safety protocols and procedures. If you want to access a specific lab or piece of equipment within Engineering please reach out to the Engineer in Residence so they can coordinate your access. Some relevant equipment / areas includes: machine shop, CNC hot wire cuter, sand blaster, tanks, dynamometer, concrete lab, etc.

NOTE: some equipment and areas require technician supervision. It is your responsibility to coordinate your project when the technician is available to support you. The SDH does have some discretionary funding available for technician overtime that is reserved for resolving critical path project items.

- Email: kdoody@mun.ca