



Multidisciplinary Design Program Sponsored Project Teams

2021 Cohort Syllabus

MDP 2021 Cohort Syllabus



	Support For...	Availability	Location
Peer Advisors Engin-mdp@umich.edu	General MDP questions, advice on assignments	Walk-in Advising M-F 1:30pm – 3:30pm	Remote
Dan Kline, MDP Coach DanKline@umich.edu	Open Office Hours – Wisdom and support for project challenges that you encounter.	Regular Office Hours (see Canvas for schedule)	Remote
Josh Sheppard Senior Administrative Assistant jlshepp@umich.edu	Appointment scheduling, parking passes for visiting sponsors, van rentals, room reservations, event logistics.	By appointment, via email	Chrysler 117 + Remote
Vanessa Korte Administrative Assistant Vkorte@umich.edu	Budget tracking, purchasing supplies and booking travel (except van rentals). All purchasing and travel requests go to this address: mdp-purchasing@umich.edu	By appointment, via email	GFL 204 + Remote
Megan Langille Senior Academic Advisor mlangill@umich.edu	Specific MDP course or MDP minor enrollment questions, ENGR 456 By appointment via MDP website	Walk-In Hours: Tuesday 1:30pm - 4:30 pm	Chrysler 117 + Remote
Nick Julius, Manager Wilson Student Team Center njulius@umich.edu	Access to Wilson Student Team Center for Construction/Storage (Students must complete safety training before any access is approved)	Email to request access	Wilson Student Team Center
Dr. Trish Koman Program Manager Research Teams tkoman@umich.edu	Questions related to Research Teams, support for graduate school applications and grant applications.	By appointment, via email	GFL 201 + Remote
Jenn Carlson Program Manager Industry/Sponsored Teams jjcarl@umich.edu	Questions related to MDP assignments, How to improve your performance, Sponsor/Faculty Mentor questions, team dynamics, resumes, LinkedIn Profile	By appointment via Calendly app https://calendly.com/jjcarl/office-hours	GFL 205 + Remote
Gail Hohner, MDP Director ghohner@umich.edu	Faculty & Sponsor Support, Team Support, Questions related to MDP assignments	By appointment, via Calendly app https://calendly.com/ghohner/mdp-office-hours	GFL 207 + Remote

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MDP provides an opportunity for students to study, practice and improve the technical and professional skills necessary to function as successful, practicing engineers and associated professionals. Our classes are experiential, and based around an open-ended design project. Students will complete an engineering design process cycle that requires learning new skills, synthesizing domain knowledge from each participating students' field of study, creative problem solving, coordinating work within a diverse team, managing interpersonal conflict, balancing time commitments, and exercising good judgment. Each project team will face different challenges. This may be the first course students experience where there is no one, right answer.

Objectives for Student Learning

- 1) Describe, understand, and apply the engineering design process to an open-ended project structure addressing a customer driven need.
- 2) Effective adaptation of theory, analytic methods, and disciplinary knowledge to a practical, team-based setting, delivering an end product to a customer.
- 3) Utilize and value all members of a diverse team: contribute to the growth and development of all individuals within the team.
- 4) Effectively communicate project information to a variety of audiences across disciplines, expertise, and levels of authority via multiple formats (email, small group meetings, briefing documents, design reviews, etc.).
- 5) Understand how the concepts of Systems Engineering impact the engineering design process.
- 6) Practice the application of professional and ethical responsibility, including the handling of sensitive information.

Office Hours and Individualized Support

Your Faculty mentors and Sponsor Mentors are available to support teams with project specific support.

In addition, MDP has a number of resources to help with your success.

- General Program Questions
 - MDP Slack Channel: officialmdp.slack.com Peer mentors and staff monitor this channel.
- MDP Graduate Graders (For general questions on Weekly Assignments). See Canvas homepage for names, hours and contact information.
- MDP COACH Dan Kline. Dan Kline has been a MDP Mentor for 10 teams since 2013. For the 2021 Cohort he will be available weekly for office hours. See Canvas for an announced schedule or his [Calendly Link for appointments](#). Dan is a resource you may utilize in addition to your Faculty Mentor or Sponsor. He can help you revise and improve work in progress, brainstorm solutions to project challenges, and help you better navigate relationships within your project team and sponsoring organization. Dan is a Wolverine MechE with 42 years in the Auto Industry. His previous position was Director of Global Testing for GM.

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- Jenn Carlson has bookable Zoom office hours available throughout the semester. Use the [Calendly Links](#) schedule a time to talk about your project, a specific assignment, or to just ask questions. These can be attended individually or as a team.
- Additional office hours will be available in the week prior to large assignments (e.g., Executive Summary, Design Review, etc.).

The MDP staff are available to support individual questions and guidance as required. We are happy to meet with you individually to discuss topics raised in your designs, your team meetings, your learning successes, and/or your concerns about this course. To schedule an appointment, please contact one of us by email and indicate what you would like to discuss.

Course Materials

Most course materials will be specific to your project, identified by your student team (via your Literature and Background Review) and/or provided by your sponsoring organization.

Resource Course Texts that you may find useful (none are required)

Product Design and Development: Karl Ulrich and Steven Eppinger, McGraw-Hill

Engineering Design, George Dieter and Linda Schmidt, 5th Ed., 2012, McGraw Hill.

Rapid Contextual Design: A How-To Guide to Key Techniques for User-Centered Design: Holtzblatt, Wendell and Wood, Elsevier.

Handbook of Usability Testing, Jeffrey Rubin and Dana Chinsnell, Wiley Press, 2008

Exams and Additional Requirements

All MDP Evaluation is project based; there are no exams. Please see the Assignment and Grading sections for details of evaluation.

EXCEPTIONS:

CS students who are receiving MDE/Capstone and required to attend Dr. Jeff Ringenberg's course will have exams associated with that course. .

If you are enrolled in your MDP project via a department based course, or are receiving degree credit substitution you may have additional requirements (reports, exams, presentations, etc.) placed on you by your department. It is **your responsibility** to manage any requirements that are additional to MDP Project Requirements.

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Key Events & Assignment Due Dates

We suggest you add these dates to your personal calendar system. More detailed information can be found in the **ASSIGNMENTS** section on Canvas.

	Winter 2021
January 19	FIRST DAY OF CLASS! Induction Survey Due A short survey to help us better understand you and your background. Graded Complete 100% or incomplete 0%. The survey link is available within the Induction Survey assignment on Canvas. Uploaded to Canvas by 11:59pm
January 21	JumpStart Kick Off -- Final Projects are due in 338 days Meet your mentor, sponsor and team
January 23	Murder Mystery Team Building Event Noon - 1:30 pm 90 minutes of team based puzzle solving. Get to know your team better.
January 25 - 29	Week 1 of Mentor meetings (all must hold their first meeting before Friday Jan 29). Weekly agenda and follow up assignments are due before and after your mentor meeting.
January 25	Team Commitment Packet Due A short contract of team norms that you must discuss and compete as a team. Contains information such as when and how you will meet, how you expect to communicate, etc. Complete and turn in on Canvas. Uploaded to Canvas by 11:59pm
February 14	Team Assignment: Executive Summary #1 Due A brief description of your project scope, significant patent/literature/best practice review, initial Gantt chart. Full assignment is available on Canvas. This is a large assignment that requires an extensive background technology/literature search. Review the requirements early. Uploaded to Canvas by 11:59pm

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	Winter 2021 Continued
February 24	<p>“Well Being Break”. Free Day. No Classes held.</p> <p>Teams with regularly scheduled Wednesday mentor meetings do not meet this week. Remember to remind both your faculty and sponsor mentors.</p> <p>Expected time investment by all teams will be 15% lower this week.</p> <ul style="list-style-type: none"> ○ Even though you do not hold a meeting project work will continue on all other days. <ul style="list-style-type: none"> ○ Agenda assignment is submitted (but with no meeting content). DO update your individual contribution table. ○ Follow up assignments with goals for the meeting on March 3 are due on the regular schedule.
Between March 1 - 12	<p>Team Assignment & Presentation: Design Review 1 (DR1)</p> <p>Problem Definition: Objectives, Stakeholders, Scope, Solution Requirements and Project Management</p> <p>To be conducted on an assigned date, during your weekly meeting with MDP Sponsor between 3/1-3/12. See the assignment details on Canvas – preplanning is required. This date range is subject to change once team meeting times are known. Your objective in DR1 is to receive sponsor approval/confirmation for your high-level project goals, objectives, scope and requirements.</p>
March 19	<p>Developmental Feedback Assignment</p> <p>Practice writing developmental feedback and evaluating peers</p> <p><i>You will have 7 days to complete – survey will be sent to your UMICH email from www.CATME.org.</i></p>
March 23	<p>“Well Being Break”. Free Day. No Classes held.</p> <p>Teams with regularly scheduled Wednesday mentor meetings do not meet this week. Remember to remind both your faculty and sponsor mentors.</p> <p>Expected time investment by all teams will be 15% lower this week.</p> <ul style="list-style-type: none"> ○ Even though you do not hold a meeting project work will continue on all other days. <ul style="list-style-type: none"> ○ Agenda assignment is submitted (but with no meeting content). DO update your individual contribution table. ○ Follow up assignments with goals for the meeting on March 30 are due on the regular schedule.

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	Winter 2021 Continued
April 5 - April 16	Team Assignment & Presentation: Design Review 2 (DR2) Demonstrating Technical Progress: Beta Solution / Preliminary R&D results/ Subsystem Structure & Requirements To be conducted on an assigned date during your weekly meeting with MDP Sponsor between Apr 5 - Apr 16. Earlier is recommended to give you plenty of development time before the semester ends! See the assignment details on Canvas – preplanning is required. Your objective in DR2 is to present your technical progress and receive feedback.
Week of April 13	Faculty Mentors to provide individual “current progress” discussion/coaching of performance and estimated grades to each student on the team. This will not be reflected in Wolverine Access, but will serve as a benchmark for you. Your final grade will be issued in December.
April 17	Team Assignment: Executive Summary #2 Due <i>Uploaded to Canvas by 11:59pm</i>
April 21	Last Day of Sponsor / Mentor meetings. Classes End for Winter term: Summer clean-up for Wilson Center based teams must be complete.
April 30	Interim Grade Evaluations and performance feedback provided to students by Faculty Mentor. All students receive a “Y” grade in Wolverine access until project completion in December. <i>This is a “placeholder” grade and does not affect your GPA.</i>

	Fall 2021
August 30	Classes begin – Team meetings begin on Monday, August 30, the 1 st day of class. <i>Reminder even if mentors are unavailable to meet, students must hold their meeting and submit all weekly assignments.</i>
September 6	Labor Day - no classes held. Monday Team meetings will be marked "EX", excused. Follow up tasks/planning for the following week are due Tuesday, September 8th. Monday team meetings should complete their agenda prior to the vacation.
September 29	Team Assignment: Design Review 3 Report Due Testing & Validation Plan Report, includes details on testing methodologies for the most critical requirements of your design. <i>Uploaded to Canvas by 11:59pm.</i>

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	Fall 2021 Continued
October 7	<p>Team Presentation: Design Review 3 (LARGE, REQUIRED EVENT)</p> <p>October 7th, 2021 5pm – 8pm (required, as an “exam mid-term” requirement)</p> <p>Testing & Validation Plan Presentation to Faculty Panel</p> <p>At a formal presentation to a panel of faculty and MDP staff, teams present the most important project requirements and proposed methodologies to validate them, based on the DR3 report submitted on September 29</p> <p>The team will receive advice and critique from the faculty panel.</p>
October 16	<p>Developmental Feedback Assignment</p> <p>Practice writing developmental feedback and evaluating peers</p> <p><i>You will have 7 days to complete – survey will be sent to your UMICH email from www.CATME.org.</i></p>
October 18/19	Fall Break – no classes. Many teams have used this time to travel to sponsor for use of facilities
Nov 23 - 26	Thanksgiving Break - Mentor meetings are held on Monday this week. No meetings Tuesday - Friday.
December 9	<p>Design Expo Final presentations</p> <p>All teams present of their work and prototype demonstrations to general audience in short form (quick talk or poster) .</p>
December 6 - 10	<p>FINAL PROJECT PRESENTATIONS TO Mentors</p> <p>Team present their final work to mentors.</p>
December 10	<p>FINAL PROJECT DELIVERY</p> <p>Sponsor hand-over meeting of all final project items (prototype, documentations, reports and recommendations) must be complete no later than December 10</p>
December 12	<p>Short Individual Assignment MDP Reflection (Online Form)</p> <p><i>Completed by 11:59pm</i></p>
December 14	<p>All borrowed equipment must be returned</p> <p>Wilson Center spaces cleaned and signed off by Wilson Center Director, Chris Gordon.</p> <p>Team grades will not be submitted until any equipment borrowed is returned and Wilson Center sign off has been obtained.</p>

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Credit enrollment and expected hours per week effort – How many hours per week is expected?

Undergraduate students are enrolled in 7 academic credits total, except ENGR 455 Section 400 students who enrolled in 8 credits. Graduate students are enrolled in 4 total academic credits. *The college guidelines expect 4 hours of total average effort per week per academic credit.* Total effort includes lectures, faculty and sponsor mentor meetings, team and individual working times.

Undergraduates (7 credits) expect effort 11 – 14 hours per week

Undergraduate ENGR 455 Section 400 (8 credits) students expect 12-16 hours per week

Graduate students (4 total credits) expect 8 hours per week

For scheduling convenience, the program allows students the privilege to assign their academic credits between Winter 2021 /Fall 2021 (within limits) to best fit with the rest of their academic program. **Nonetheless, student effort is expected to mirror the needs of the project as a whole and not the credits assigned to a particular semester.**

How will I be graded?

As in all professional practice, students are evaluated based on the team's delivered engineering design project, team performance during the year, and individual achievement. When working with open-ended projects, no single objective evaluation scale exists. Evaluation is necessarily subjective. MDP is focused on looking at support for decisions, the process undertaken by a team, effort yielding progress, creativity, and the improvement in skills/knowledge.

MDP 2021 Cohort Assignment Groups					
Assignment Groups	Brief Description	Percentage of Final Grade	Grading Scale	Grade assigned by	Type of Grade
Design Reviews and Expo	3 Design Reviews and Design Expo (Poster & brief presentation)	25%	MDP Scale	MDP Staff/Faculty	Team Grade
Faculty Weekly Participation Evaluation	Faculty Mentor evaluates your weekly effort: including personal technical and participation quality	20%	MDP Scale	Faculty Mentor	Individual Grade
Faculty Assessment of Individual Cumulative Growth & Development	Faculty Mentor evaluates your individual progress & growth over the course of the project between January and December.	20%	0 – 100 traditional Scale	Faculty Mentor	Individual Grade

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MDP 2021 Cohort Assignment Groups (Continued)					
Assignment Groups	Brief Description	Percentage of Final Grade	Grading Scale	Grade assigned by	Type of Grade
Faculty Assessment of Final Deliverable Quality	Faculty Mentor assesses your total project work and effort: final design/analysis/prototype, quality of the documentation/handover materials for your sponsor. They consider the particular challenges your team faced throughout.	20%	0 – 100 traditional Scale	Faculty Mentor	Team Grade
Executive Summaries	2 Executive Summary Reports: 1-2 page reports that provide corporate executive-level overview of your current progress	8%	MDP Scale	MDP Staff/Faculty	Team Grade
Weekly Management Communication Items	Weekly Agenda, Action Items and Follow up	4%	MDP Scale	MDP Staff/Faculty	Team Grade
Individual and team building assignments	Intake Survey, Winter & Fall Developmental Feedback, Final Reflection Survey	3%	MDP Scale	MDP Staff/Faculty	Individual Grade

For students in ENGR 455 Section 400 (CS Computer Science MDE/Capstone Software Development) only

Grade Allocation

MDP and Faculty Mentor Graded Items (from the table above)

80%

CS Software Engineering Exams/Homework/etc.

20%

MDP Grading Scale

Once you leave university a per assignment, 100 point, objective scale does not exist! Typically, professionals are provided formal feedback in an annual or bi-annual performance review, based on a subjective and multi-parameter set of expectations meant to encompass the wide range of possible skills and behaviors leading to professional success. In the highest performing organizations, informal feedback is provided on a much more frequent basis.

While MDP projects exist in the historically letter-graded, academic world - by design, the projects also carry significant aspects of professional practice. To help bridge the two, and to prepare you for the type of evaluation you

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can expect to receive in a future career in industry, the 4 point evaluation scale mimics a performance evaluation in industry and provides ongoing feedback to students. There are no intermediate or partial credit steps on this scale.

Evaluation	Description	Percentage grade
P - Professional:	Exceptional quality: that expected of 2nd year professional or PhD student	100%
S - Satisfactory	Completed all requirements with sufficient quality and details. Expected effort and development for motivated UM students. You should expect that majority of your grades will be "Satisfactory"	85%
N - Needs Improvement	Completed all requirements - some aspect needs improvement	70%
U - Unacceptable	Late, Incomplete, Extremely Poor Quality or Effort	0%

We benchmark "Professional" to professional performance (2nd year industrial professional or 2nd year PhD student). Therefore, students making expected and reasonable progress toward their goals should expect to receive the grade S- Satisfactory for the majority (85%) of their marks with some occasions of exceptional performance. In industry, it is common for the majority of employees to earn "satisfactory" marks for doing their job as requested. This is not an indication of failure. "Professional" marks are reserved for work that is exceptional.

Receiving a mark of P – Professional, N - Needs Improvement, or U - Unacceptable rating, is an important occasion to reflect and learn from the actions or decisions resulted in this evaluation.

Converting Assignment Grades to a Final Letter Grade

In December 2021, at the end of the project, all graded items will be weighted, combined, and curved with the entire cohort and converted to a single letter grade. The same grade will be recorded as both Winter 2021 and Fall 2021 courses grades. Special cases exist for students enrolled in departmental courses for Fall 2021. See your MDP offer letter for details regarding your specific situation.

MDP typically curves the median cohort grade to B+/A- which may be adjusted to recognize particularly high performing years. The last 4 years distributions are included below; we believe them to be representative. **There is no guarantee of where the curve will be drawn for the 2021 cohort.** The B+/A- division has been as low as 84.

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	2017 Cohort	2018 Cohort	2019 Cohort	2020 Cohort
Median Percentage Grade	87.8	89.1	89.8	89.4
A+	>93	>95	>94	>94
A	>92	>92	>88	>91
A-	>90	>88	>87	>89
B+	>88	>86	>86	>88
B	>80	>82	>79	>80
B-	>78	>76		
Letter/% conversions were valid for the weighted grades based on the ENTIRE cohort year				

Assignment Regrade Requests

If you believe that your assignment was evaluated incorrectly and wish to request a regrade, please email Gail Hohner (ghohner@umich.edu) **providing a detailed justification for the change in grade.**

- Regrade requests are only accepted via email.
- You must cc's your faculty mentor on the request.
- Be sure to indicate how your submitted materials fulfilled the detailed requirements of the assignment.
- All regrade requests must be received within 10 days of the grade first being posted on canvas.
- Regrade requests for team graded assignments must be agreed to by the entire team and all team members must be included on the distribution of the email requesting the regrade. .
- By submitting a regrade request you accept that a regrade is a thorough process which may result in a higher *or lower grade* than initially assigned.
- All regades are final. There is no 2nd review of a regrade.

Partner Sponsored projects require a 2 semester commitment.

These courses (x55 and 599) are letter graded only. Students receive a "Y" grade in their transcript at the end of Winter 2019. The "Y" signifies that the course is a multi-semester course that will be completed in a future semester. At the end of Fall 2021, identical grades will be assigned for both terms. The "Y" grade has no impact on a student's GPA. Unlike an "I" grade for incomplete work, the "Y" grade is completely removed from the student's transcript when the final grade is assigned. However, if you do not register for and complete the second term in Fall Term 2021, the "Y" grade from Winter Term 2021 will lapse to an ED (Unofficial Drop, equivalent to an E).

Exceptions might be made for documented unforeseen, extenuating circumstances, and will require written approval from the MDP Director and the faculty mentor.

Mid Project Faculty Mentor Performance Coaching

At the end of the first semester (Winter 2021) the Faculty Mentor will provide feedback to students individually commenting on their weekly performance and providing the team with *provisional* grades for the items that have

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been completed in the Engineering Design Cycle. **Note! Development reviews and provisional grades provided at the end of the first term do not constitute ½ of your total grade.** The total course evaluation is weighted more heavily toward the final deliverable in December. The evaluations may change based on individual and team performance in the second (Fall 2021) term of the project.

Requirements of Other Classes, Programs, and Departments

Are you earning a departmental substitution with your MDP project? (e.g. ME 590, IS 503, Senior Design, Honors, etc.?)

Students pursuing various Masters' degrees, Honors Programs, Technical Electives, or earning pre-approved Senior Design credit substitutions may be required to complete technical papers and/or reports for your department. These typically require a significant paper/report detailing the individual effort of the student. Work with your Department or Academic program's advisor to ensure you are on track to complete all requirements for these special circumstances, and that your project has been pre-approved for any needed substitutions.

It is the student's responsibility to ensure that they understand and fulfill all requirements for academic credit associated with their MDP project outside of the ENGR classes.

Details for major substitution programs can be found on the MDP Website, or by speaking with your home department's academic advisor. <http://mdp.engin.umich.edu/mdp-courses>

Weekly Meetings

Active Participation is Required

It is MDP's goal to create a successful learning community in the program. As members of this community, we expect students to actively and thoughtfully engage in the weekly faculty and sponsor meeting sessions, team-based design time, and to be willing to bring themselves and their ideas to discussions and design activities. Effective student participation is essential—for both your own learning and that of your team members. You must be present to participate. It is not possible to “phone in” your MDP experience.

Students are expected to attend every faculty mentor/team meeting having prepared the appropriate materials, contributing to the discussions, demonstrating their preparation by asking questions whenever necessary and by integrating the vocabulary and concepts from the project materials into their discussion.

Team and mentor discussions provide the opportunity to practice speaking and persuasive skills, as well as the ability to listen. Effective comments may address questions raised by others, integrate material from this and other courses, draw on real-world experiences and observations, or pose new questions to the team. High quality team participation involves “knowing” when to speak and when to listen or allow others to speak. The best comments:

- make or raise issues that are relevant to the current focus of the team
- show curiosity and a willingness to experiment
- take into consideration the ideas already offered by others
- offer support for arguments
- encourage/enable others to participate in the discussion

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Virtual Meetings

In virtual meetings, this is particularly important. Be sure to actively listen to your team members, participate and comment when appropriate, and make sure everyone gets a chance to talk.

It is very difficult to have meaningful, effective, collaborative discussion without cameras. It is the norm in professional practice that you participate with your camera always on (for small group <10 meetings).

The expectation is that ALL MDP virtual meetings are attended with your camera on at all times.

(You may wish to mute your microphone)

We understand there can be mitigating circumstances that make this difficult, if you anticipate difficulties with utilizing your video please contact MDP Program Manager Jennifer Carlson to discuss your individual situation.

Timing of team meetings

In this unique year, some students will not be located in or even near Ann Arbor, which could make meetings at certain times of the day very challenging for them (e.g. a Noon meeting in Ann Arbor is 2 am in some parts of Asia)

MDP Mentor meetings will take place during Eastern US Time Business hours. All students are required to attend each mentor meeting in real time regardless of their global location. (Note: this requirement was agreed to by all in the MDP application).

Working in off hours is an uncomfortable reality of working in a global team. It is appropriate to adjust meetings to respect the comfort of all, but it is not always possible. For MDP, we cannot ask our faculty and industrial mentors to donate their time outside of standard working hours, therefore all weekly mentor meetings will be held during standard business hours on Eastern US Time.

When you determine group meeting schedules for student-only meetings please try to accommodate all team members. You will get the best results/effort from your team if it isn't 2 am for some of them.

Additionally, some students like to work late at night, while others are early risers and prefer to work in the mornings. Some students work best on a tight deadline, while others prefer to work ahead as much as possible. How will this impact your team dynamic when you're waiting on others to complete a task?

Discuss as a team and share your personal situations including work habits and tendencies.

You should consider these preferences when you assign work to subteams.

Computer/Phone Use during Meetings

For in person meetings:

Many students choose to bring their computers to meetings to facilitate the retrieval of data, models, and to take notes; this use is appropriate. Generally, the meeting should be focused on only one screen at a time. Use of your computer during meeting time for activities that are not related to the meeting is not appropriate. Texting *and e-mailing during a business meeting is disruptive*. Further, such use is distracting for and disrespectful of other members of our class community. So please feel free to bring your computer if you have the self-discipline to use it appropriately and silence your cell phones during meetings.

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For Zoom/virtual meetings:

The same level of respect and focus is expected in a virtual meeting. Actively listen to team members and participate in discussion. People can tell when you are not paying attention and doing something on your phone. Give everyone the respect you would want when you are presenting.

Absences

Weekly meetings with both your Faculty Mentor and Sponsor Mentor are critical and required for the success of your project team. However, circumstances occasionally arise when your presence may be required elsewhere (e.g., full-time job interviews, graduate school interviews, and funerals of close family members). Please be very selective in requesting approval for such occasions, and alert your faculty member, sponsor and teammates in advance. Provide ample extra effort so that your absence does not negatively impact your team in any way. A weekly faculty mentor grade of either 0 or Excused will be assigned when students are absent.

Ethics & Integrity

All students in the class are presumed to be decent and honorable. All students in the class are bound by the College of Engineering Honor Code and by any personally signed IP/Non-Disclosure Agreements. You may not seek to gain an unfair advantage over your fellow students; you may not consult, look at, or possess the unpublished work of another without their permission; and you must appropriately acknowledge your use of another's work. Any violation of the honor policies appropriate to each piece of course work will be reported to the Honor Council, and if guilt is established, penalties may be imposed by the Honor Council and Faculty Committee on Discipline. Such penalties can include, but are not limited to, letter grade deductions or expulsion from the University. **If you have any questions about this course policy, please consult Jenn Carlson**

Required Course Communication

- Primary communication will be through CANVAS and UMICH email.
- Students are required to check their Umich (uniquename@umich.edu) email accounts frequently. This is the only email that the course / program will use for academic communication
- Jenn will send weekly program emails on Sunday nights. Please read these messages as they contain important information and reminders.