

92nd Engineering Open House

“Build Your Creativity”

April 4th & 5th, 2014

KANSAS STATE
College of Engineering



Steel Ring
ENGINEERING HONOR SOCIETY

www.engg.k-state.edu/steelring

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1. Introduction – “Build Your Creativity”

Engineering Open House is an event steeped in history, tradition, and excellence. The first all-university Open House was held in 1969, but the College of Engineering has been celebrating since the first field day held for engineering students in 1919. This year marks the 92nd Engineering Open House, and we are once again striving for an event to illustrate the magnitude and impact of the Kansas State University College of Engineering and to showcase the achievements and brilliance of our students and faculty. Engineering Open House provides an opportunity to creatively display all of the ways that engineers are influencing the world around us. This year our theme is “**Build Your Creativity.**” We believe that this theme will work well with the All University Theme of “Where Your Story Meets Ours.”

Steel Ring is a professional engineering honor society and is comprised of seniors in the College of Engineering. We organize Open House from the College perspective. Part of this entails working with all of the departments to create a unified event that displays the best of each department. This Rules Book has been put together in order to help the departments work together to create an Engineering Open House that is safe, fair, and cohesive under the College Open House theme. The Department Chairs are the true workforce of Open House, and we could not have near as successful event without your help. Our goal is for each department to have original, innovative, and unique displays but allows for a safe environment for our presenters and audience. Throughout the year, there will be several reports due from you to update Steel Ring on your progress. We will also have several meetings to discuss questions, comments, and feedback you may have.

We appreciate the fact that you have stepped up to take a leadership position and assume the responsibility of organizing your department for this year’s Open House. This is no easy task, but it is a very rewarding experience. If you have any questions, do not hesitate to contact me. Good luck in all of your preparations, and here’s to a grand start to the 92nd College of Engineering Open House!

Jessica Barnett
Steel Ring Rules Chair 2014
sring@ksu.edu

2. Reference Guide

Date	Event
October 22, 2013	1 st Fall Meeting (Edwards Conference Room)
November 6, 2013	2 nd Fall Meeting (Edwards Conference Room) <ul style="list-style-type: none">• Three Friday Night Participation Ideas*
November 21, 2013	1 st Set of Department Reports Due* <ul style="list-style-type: none">• Project Proposal• Room Layout #1• Room Request Report
December 12, 2013	Departmental Report*
January 30, 2014	1 st Spring Meeting & 2 nd Set of Department Reports Due* <ul style="list-style-type: none">• Progress Report #1• Room Layout Report #2
February 27, 2014	2 nd Spring Meeting & 3 rd Set of Department Reports Due* <ul style="list-style-type: none">• Preliminary Financial Report• Technical Abstract (Rough Draft)
March 13, 2014	4 th Set of Department Reports Due* <ul style="list-style-type: none">• Final Display Report• Written Portion for Open Class Display• Technical Abstract (Final Draft)
March 31, 2014	5 th Set of Department Reports Due* <ul style="list-style-type: none">• Room Layout Diagram• Opening Ceremonies Runners
April 3, 2014	Department Route Helpers Meeting (Atrium, 7pm)
April 5, 2014	Departmental Display Awards (due by 12:00 P.M. to sring@ksu.edu)
April 7, 2014	Financial Report Due*
April 10, 2014	Open House Awards Banquet (K-State Student Union Ballroom, 6:00 P.M. Reception, 6:30 P.M. Dinner)

*For report details, see Section 9. All reports submitted by 5:00 P.M. to sring@ksu.edu

3. General Guidelines

Judging

- A. Each department should select one (1) display to be judged by Steel Ring for the individual display awards (Limited, Open Class, Freshman/Sophomore, Curriculum, or Graduate).
- B. Up to two (2) Technical Displays per department may be submitted for judging by the team of judges.
- C. Steel Ring will provide signs to indicate judged displays. These signs must be displayed in a prominent location to facilitate judging.
- D. Displays previously shown at K-State Engineering Open House will **NOT** be judged unless they have been updated and subsequently approved by Steel Ring. A display incorporating material used in previous years (i.e. display boards, mounted displays, etc) must inform Steel Ring, in writing, of what has been used previously.
- E. No packaged commercial systems or professional displays will be allowed as judged displays. Products donated by industry partners may not be a majority of the display. Students must create their displays and apply those products and systems to their project, demonstrating the benefit to society.
- F. Individual Display and Outstanding Department Award judging will be performed by Steel Ring members from a different department. Judges may review display areas more than once. Each judge will act alone in his or her vote. Open House hours are from 1:30 P.M. to 5:00 P.M. on Friday and 9:00 A.M. to 3:00 P.M. on Saturday. Judging will take place during these times.
- G. All scores for the individual awards will be based on the guidelines shown on the judging score sheets, which can be found in this Rules Book under Section IX beginning on page 22.
- H. Ties will be broken as follows:
 - If two departments are tied for the Outstanding Department Award: the department receiving the most points from Overall Department Effectiveness will receive the award.
 - If two Limited, Open Class, or Freshman/Sophomore Displays are tied, the display receiving the most points for the Quality of Verbal Explanation will receive the award.
 - If two Technical Displays are tied, the display receiving the most points for the technical abstract will receive the award.

- If two Curriculum Displays are tied, the display receiving the most points for the Quality of the Presentation and the Originality and Imagination of the display will receive the award.
 - If two Graduate Displays are tied, the display receiving the most points for the Verbal Explanation will receive the award.
 - In the event that these criteria fail to break a tie, Steel Ring judges will vote on the best display or department.
- I. The Limited Display cannot include class work or material judged in another competition.

Reports

- A. The names of all displays must be submitted on the Final Display Report.
- B. All reports must be submitted by 5:00 P.M. on the date specified. Most reports may be submitted via e-mail to the Liaison Chair Kevin Diehl, sring@ksu.edu.

Participation

- A. Graduate students are encouraged to participate in the new Graduate Student Display. Graduate students may also participate in Limited and Technical displays. Steel Ring defines a graduate student as anyone previously or currently enrolled in graduate research.
- B. Only freshmen and sophomores are allowed to participate in the Freshman/Sophomore Display. Steel Ring defines a freshman or sophomore as anyone in their first or second year in the department curriculum.

Routing

- A. **Do not cover or interfere with any routing signs, especially with other departmental signs.** If a sign is not placed correctly or if your department needs special signs, please contact the Routing Chair. **The pre-determined route must not be changed at any point during Open House.** Also, do not place any tape on the floors for any reason other than safety.
- B. Common Space is any space outside of the departmental routes. Steel Ring advertises in this area for each department. Departments cannot have displays or signs in the common space unless approved by Steel Ring. However, one person from each department will be allowed in the common space in order to advertise and direct people into their departmental route.
- C. All judged displays must be within the department's route and not in common space. This means that no judged displays may be in the atrium or outside unless approved by Steel Ring. If a department's route is lengthy, all judged displays should be kept relatively close to each other to provide ease of judging. In order to have a judged display away from the main displays, approval must be granted by Steel Ring prior to Open House.

Safety

- A. The 2013 Steel Ring Safety and Routing Chair is Tyler Santoro and can be contacted via sring@ksu.edu. The following safety rules must be followed. If you have any questions concerning these or other safety issues contact the Safety and Routing Chair, Assistant Dean Roberts at 532-5455, or the director of the Department of Environmental Health and Safety, Dr. Galitzer at 532-5856.
- a. No plastic sheeting, Visqueen, or other flammable plastics should be used for displays or for backdrops. It is a fire hazard.
 - b. Do not cover any fire extinguishers, pull boxes, exit signs, smoke detectors or sprinkler system.
 - c. Do not block exits.
 - d. All paper used should be flame retardant. Paper or cardboard should be kept a minimum of one inch from the floor.
 - e. Any power cables, extension cables, etc. must be securely taped to floors or walls to avoid the creation of tripping hazards.
 - f. Any displays that deal with food, flammable materials, or any hazardous materials must be checked by the Campus Safety Officer.
 - g. Paper cannot be used as a partition from ceiling to floor. Wadded up paper cannot be used under any circumstances. The Fire Marshall will not allow it.
 - h. No exhibit shall restrict the hallways or obstruct exit ways. No ropes, boards, wires, chairs, tables or other objects which might create a hazard or obstruction to exiting of the building will be permitted.
 - i. Combustible material used for displays on walls in corridors or stairways should not exceed more than 20% of wall space.
 - j. Exhibits will be dismantled and the building returned to normal condition within 24 hours after Open House.
 - k. Open flame should not be used unless approved by the Fire Marshall and proper permits have been acquired. Use of candles is prohibited.
 - l. Avoid using Styrofoam on display boards. It is flammable.
 - m. The Fire Marshall, Safety Chair, and the Rules Chair will check each display for compliance with the above safety rules.

Safety Deductions

Purpose:

Safety in all aspects is an important component for Open House. Safety is necessary not only for the protection of individuals but also for public relations aspects for the department, the College of Engineering, and the University. For this, we believe that all departments should follow safe practices (including proper routing) to accomplish this goal. As such, actions taken by departments contrary to general safe practices are to have deductions from their overall score, which may affect the department's ranking.

Levels of Severity:

To be equitable to all departments, a development of levels of severity for safety violations will aid in determining proper deductions. General developments of levels of severity should encompass all potential violations.

The Levels of Severity will be the following:

1. Level 1 (1 point): Minor; contains all incidental and minor violations.
2. Level 2 (3 points): Moderate; contains minor intentional, neglectful, and moderate violations.
3. Level 3 (5 points): Major; contains major intentional violations.

Specific Violations:

Keep in mind that placement of a specific violation is a subjective decision that may differ between individuals. As such, safety violations are at the discretion of the Steel Ring Safety Chair and judges. Potential safety violations may not be listed below but shall be categorized accordingly. The following safety violations will be taken into account when considering deductions:

General Safety

Level 1: General untidiness of department (unnecessary clutter), incidental moderate or major violations.

Level 2: Minor obstruction of exits or hallways, obstruction of exit signs, obstruction of smoke detectors or sprinklers, improper storage of hazardous/biological/flammable materials, unsecured wiring on floor, improper practices with float considerations.

Level 3: Major obstruction of exits or hallways, blocking of First Aid or self-protection equipment, intentional dismissal of safety recommendations, neglecting safety precautions for physical displays or hazardous materials, lack of Campus Safety Officer approval of hazardous/biological/flammable materials.

Decorative Materials

Level 1: Paper or similar trash on ground.

Level 2: Use of non-flame-retardant or flammable materials, paper wads or partitions in use, excess of 20% wall space used, use of flammable plastic (Visqueen) for sheeting or otherwise.

Level 3: Use of chemical accelerants, intentional wallpapering, major obstruction of exit, intentional dismissal of safety recommendations.

Routing

Level 1: Negligent of handicap considerations.

Level 2: No allocation of route helpers, incidental covering/tampering with routing signs, tape on floors for other than safety.

Level 3: Covering/tampering with routing signs, unapproved routing changes after the final room layout report (January Meeting).

4. Funding

Acquiring Funding

Funds for Open House are limited to the following sources:

1. In the past, Engineering Student Council has allocated about \$200 through SGA to each department. Ask your department secretary for the exact amount and how to use it. Exact allocation amounts may not be available until mid-March
2. Department Supplied Funds.
3. Student Fundraising Projects must involve exchange of goods or services. **Solicitation of industry partners, telethons, and outright cash donations are not permitted.**

No student shall contribute any out-of-pocket expenses. Donated supplies may be used in displays provided that work has been performed on or research has been conducted on the donated item.

General Restrictions

- A. Purchases will be made on campus whenever possible.
- B. No cash purchases shall be made since **reimbursement is not possible.**
- C. Purchases of food for human consumption from Open House funds are not permitted. However, food products can be given away at the department's expense if approved by the University Safety Office.
- D. The purchase of arms, ammunition, and pyrotechnics must be approved prior to the purchase by the department Open House Advisor and Assistant Dean Roberts.
- E. Reimbursement of travel in a privately owned vehicle is not permitted. Direct any questions to the Assistant Dean Robert's Office, RA1056, about the use of a state vehicle.
- F. Shipping charges for displays must be approved in advance by the Open House Advisor and Assistant Dean Roberts in RA1056. Failure to follow this procedure will result in payment of shipping by the department involved.

On-Campus Purchases

(Includes Physical Plant, Photo Services, Printing Services, Copy Center, Chemistry Storeroom, other colleges within the University, etc.)

1. Obtain Purchase Requisition from your departmental secretary.
2. Present requisition to supplier to obtain the materials or services desired.
3. Return copy of the signed charge ticket to your departmental secretary as soon as possible after purchase.
4. Departments must send Purchase Documents and Inter-Departmental Vouchers to the Dean's Office, Attn: Nancy Logan, Rathbone 1046, upon receipt.

Off-Campus Purchases

1. Obtain Purchase Authorization (PA) from your departmental secretary.
2. Call off-campus supplier to obtain permission for buying supplies on the university account.
3. Present completed PA to off-campus supplier to obtain the materials or services desired. This may require a special account for your organization or department.
4. Return **PA and the copy of the signed charge ticket** to your departmental secretary as soon as possible after purchase.
5. Departments must send Purchase Documents to the Dean's Office, Attn: Nancy Logan, Rathbone 1046, upon receipt.

Purchase Locations

When possible, the following items should be purchased at the designated locations:

1. Copies: K-State Printing Services (Umberger Hall)
K-State Union (Copy Center)
2. Supplies: State Contract with Staples Online (Contact Cathleen Stott in Rathbone 1046 for more information)
3. Tools: K-State Facilities Storeroom (Dykstra Hall)
4. Chemicals: K-State Chemistry Storeroom (King Hall)

5. Reports

Open House Reports and Meetings

The following reports may be e-mailed to the Liaison Chair Kevin Diehl, sring@ksu.edu. All reports must be received by 5:00 P.M. on the specified date. Detailed information on report content is included toward the end of this Rules Book.

1 st Fall Meeting	October 22, 2013	1
2 nd Fall Meeting	November 6, 2013	2
3 Friday Night Participation Ideas	November 6, 2013	1
Project Proposal	November 21, 2013	2
Room Layout Report #1	November 21, 2013	1
Room Request Report	November 21, 2013	1
Departmental Report	December 12, 2013	3
1 st Spring Meeting	March 7, 2014	1
Progress Report #1	January 30, 2014	2
Room Layout Report #2	January 30, 2014	1
2 nd Spring Meeting	February 27, 2014	1
Preliminary Financial Report	February 27, 2014	1
Technical Abstract – Rough Draft	February 27, 2014	1
Technical Abstract – Final	March 12, 2014	2
Final Display Report	March 13, 2014	2
Written Portion - Open Class Display	March 13, 2014	2
Route Helpers	March 31, 2014	2
Room Layout Diagram	March 31, 2014	1
Opening Ceremonies Runners	March 31, 2014	1
Departmental Display Awards	April 5, 2010	0
<u>Financial Report</u>	<u>April 7, 2014</u>	<u>2</u>
Total		30

NOTE: All reports are to be submitted in the following form in a Word document, and e-mailed to sring@ksu.edu. Please keep a copy of all documents.

Report Name (e.g. Project Proposal)

Department

Departmental Chair(s)

Date

<Repeat this format for all displays in your department.>

For each group of reports except the project proposal, include the "Update since Last Report," which should include general information on what progress has been made since the last report. Include information on meetings, emails, construction of the display or display contents, etc.

1. Three Friday Night Participation Ideas Due November 6, 2013
Compile a list of three ideas to increase participation for Friday Night activities of Open House. Ideas can include games or competitions, and be creative! The objective is to increase the attendance and provide some fun for students, prospective students, and their families on Friday Night of Open House.
2. Project Proposal Due November 21, 2013
This report should give a brief description of your display ideas for the judged displays. For each display, include the Topic, Title, and a brief description of what each will possibly entail including display heads, materials, etc.
3. Room Layout Report #1 Due November 21, 2013
Include a rough layout of the displays that your department plans presenting, and how the public should be moved through the room(s)/displays.
4. Room Request Report Due November 21, 2013
Include all rooms that your department will be utilizing during the Friday and Saturday of Open House. Also include if you have already requested the room yourself, but Steel Ring will also be submitting room requests if you have not already done so by this time.
5. Departmental Report Due December 12, 2013
Compile a list of achievements that the department has achieved throughout the past year. Use this to write a short paragraph, under 200 words, about the department's achievements. This will be used in the brochure to highlight the departments. Also include a picture. This picture should NOT be a group picture, but rather something that represents the department, such as a few students at a competition. Along with the achievements, include a briefing on the activities or competitions that your department will be hosting that weekend. Examples of this would be the MNE Whip'n Around Campus event, the BAE Pancake Feed, or any displays for the design teams. We will be using this information to advertise, so keep that in mind when submitting.

6. Progress Report #1 Due January 30, 2014
Give an update as to the current display information for all displays and activities planned for your department.
7. Room Layout Report #2 Due January 30, 2014
Submit any changes that have been made to your room and display layout or proposed routing changes.
8. Preliminary Financial Report Due February 27, 2014
Provide your department's Open House budget and list the expenditures you have made to date. Also, note the source of all funds that are in your budget (ESC, departmental funds, fundraising projects, etc.). Be as specific as possible in noting both your expenditures and your sources. An Excel spreadsheet works well for this report.
9. Technical Abstract (Rough Draft) Due February 27, 2014
The Technical Display requires an abstract to be judged. In the past, senior design projects have been used, and a final abstract is not feasible at this time. If it is please include Background and Purpose, Results, Conclusion, and Recommendations for Future Work. If not, provide as much information as possible about the project.
10. Technical Abstract (Final Version) Due March 13, 2014
Submit the Background and Purpose, Results, Conclusion, and Recommendations for Future Work and should be no more than 2 pages in length with 1" margins on all sides, written in 10 point font or larger.
11. Final Display Report Due March 13, 2014
Include a brief, but detailed report about each of the displays being judged. This report will be used by Steel Ring judges when evaluating displays if any questions arise after Open House.
12. Written Portion for Open Class Display Due March 13, 2014
The purpose of the written paper is to increase the student's awareness of the patent process and enhance their abilities to effectively market and promote their idea or display. It should include a study that reviews previous patents on related work.
13. Route Helpers Due March 31, 2014
The names of the helpers are due on this date, but they are to report to help with set-up on April 3, 2014 at 7:00 P.M. in the Atrium.
12. Room Layout Diagram Due March 31, 2014
On the Friday of Open House, display a layout of the department's displays indicating the location of the judged displays. This should be displayed in the entrance or door as

well as submitted as a normal report. This will only be used for the Steel Ring judges; therefore this can be a small layout.

13. Opening Ceremonies Runners Due March 31, 2014

A runner and an alternate for each department is due on this date.

14. Departmental Display Awards Due March 5, 2013 (by 12:00 P.M.) See the Awards Section for details.

15. Financial Report Due April 7, 2014

Provide your department's final Open House budget and list the expenditures you have made to date. Also, note the source of all funds that are in your budget (ESC, departmental funds, fundraising projects, etc). This report should note both your expenditures and your sources after Open House. This should be an extension of the Preliminary Financial Report.

6. Displays

Curriculum Display

The Curriculum Display is very important in Open House. It lists the curriculum for new students. However, it also needs to provide an overview of the department, present degree options within the major, and describe what professionals in that field do. The Curriculum Display is both a part of the Outstanding Department Award and its own separate award.

Limited Display

This display is meant to show an aspect of what each department does. It cannot include class work or a project judged for another competition. It should be created specifically for Open House. The display should be interactive and relate to the public.

Freshman/Sophomore Display

This display is meant to show how freshman and sophomores are involved in each department. A freshman or sophomore is defined as someone in the first two years within the department. This display is expected to be less technical than other displays and show how younger students relate to their environment.

Open Class Display

This display can be a class project, individual project, or an entry to a local, regional, or national competition. This display is also judged by Steel Ring members. The winner(s) will be designated as the Dave and Virginia Braun Innovation Award winner(s) and receive a \$1,000 award. The award money will be split equally among students if part of a team and for funding the following academic year. This display includes a written portion to increase the students' awareness of the patent process and enhance their abilities to effectively market and promote their idea/display.

Graduate Student Display

This display is meant to highlight the research taking place in the college by our Masters and PhD students. The display should focus on being engaging to the general public as well as highlighting the possible real-world applications of the research. It is understood that some graduate students conduct research that spans more than one department. For the sake of judging, the graduate student must choose what he/she considers to be their home department.

Technical Display

Any display entered in the Open Class or Limited Class competition may also be entered in this category. Entries may be class, individual, senior, graduate, or any other projects that exclude faculty involvement (except as an advisor). College of Engineering faculty members will judge these displays. **Without an abstract, the display will be disqualified.** An abstract must be turned into Liaison Chair Kevin Diehl, [spring @ksu.edu](mailto:spring@ksu.edu) by March 13, 2014.

Each department is allowed to submit two technical displays to be judged, but may (and is encouraged to) have as many non-judged technical displays as desired. Technical displays should be in problem-and-solution format.

7. Awards

Outstanding Department Award

This award is the most prestigious award in Engineering Open House. It is awarded to the department that has the most participation, best displays, and generally does the best job of promoting their field of engineering to the public. There are 180 points available in this contest. The points are distributed in the following categories:

Overall Effectiveness	100
Curriculum Display (also judged as a separate award)	30
Opening Ceremonies	15
<u>Open House Reports and Attendance</u>	<u>30</u>
Total	175

Awards will be given for first, second, and third places in the Limited, Freshman/Sophomore, and Open Class Display competitions.

The department with the best Curriculum Display will be given a first place award. The same criteria and score will be used in the overall and individual competition. For more information on the Curriculum Display refer to Section 6. Judging Sheets can be found for each award in Section 9.

Overall Effectiveness

Open House Judges will make a separate trip through each department to judge overall effectiveness. Overall Effectiveness includes all the displays that are not judged, as well as those that are judged, and the general environment of each department.

Quality of Visual Presentations	20
Quality of Verbal Explanations	25
Public Awareness	20
Originality and Imagination	15
Interactivity	10
<u>Departmental Entrance</u>	<u>10</u>
Total	100

Yellow Brick Award

The Yellow Brick Award is given to the department scoring the highest number of points in the parade competition. The points awarded for the Yellow Brick Award are in no way connected to the Outstanding Department Award. Judging will be done by faculty members outside the College of Engineering. Please note that the skit will be judged based on the amount of spirit and enthusiasm generated relative to each department's size. The points are distributed as follows:

A. Float Size Criteria (you may use banner and signs instead of a float):

1. Maximum is 8' wide by 12' long by 8' high. In the event of inclement weather, the float should be modifiable to fit inside the Engineering Complex.
2. Float must be able to maneuver into the Engineering Plaza.
3. The float must be able to clear all trees along the parade route.
4. Pull the float with garden sized tractors, JD Gators, Mules, Cushman's, etc. You must provide the vehicle, but it cannot be street legal.

B. Skit Criteria

1. Skit is to be performed in front of Engineering Plaza (for judging) as the float passes the entrance. Use of the sound system so that the audience can hear is required.
2. The time limit for the skit is two minutes. This limit will be enforced by subtracting points from the total Yellow Brick score. If a department goes over two minutes,

one point will be subtracted. For every 15 seconds over two minutes, an additional point will be subtracted from the score. This is done to ensure the parade concludes in a timely manner.

Departmental Display Award

Each department will select one display they feel deserves special recognition. The selection process, criteria, and judging are entirely up to the department. Steel Ring recommends the chairperson find judges (possibly 2 or 3 professors) to determine the winner of this award. The winning display (title and names of participants) must be turned into Steel Ring at sring@ksu.edu by 12:00 noon, Saturday April 5th. Steel Ring will provide an award for the display each department selects.

Best Technical Presentation Award

The Best Technical Presentation Award will be given to the best display of a technical engineering concept presented by undergraduate and/or graduate student.

Any display entered in the Open Class or Limited Class competition may also be entered in this category. Entries may be class, individual, senior, graduate, or any other projects that exclude faculty involvement (except as an advisor). College of Engineering faculty members will judge these displays.

Each department is allowed to submit two technical displays to be judged, but may (and is encouraged to) have as many non-judged technical displays as desired. Technical displays should be in problem-and-solution format.

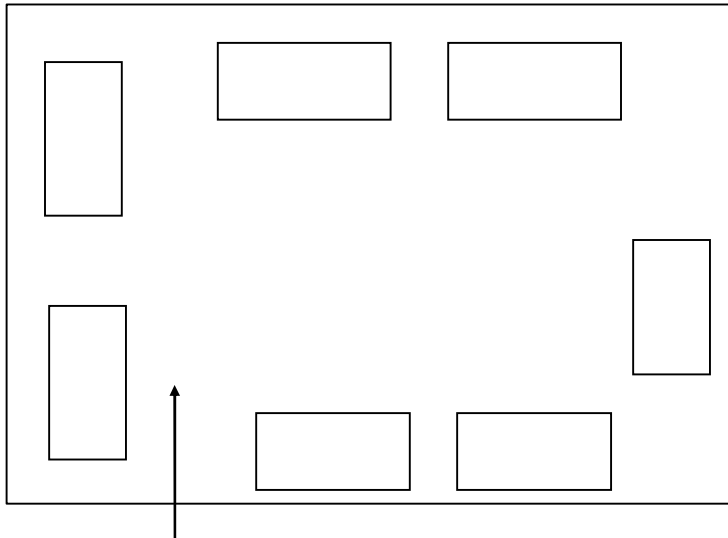
The final abstract must be turned in to Liaison Chair Kevin Diehl, sring@ksu.edu by March 13, 2014. It should be no more than 2 pages in length with 1" margins on all sides, written in 10 point font or larger and should include the following sections: Background and Purpose, Results, Conclusion, and Recommendations for Future Work. Make sure to list name, title and department at the top of the page, no title page is needed. This abstract must also be available at the display. **Without an abstract, the display will be disqualified.**

A plaque will be given for first place. Certificates will be presented to the display chairperson for first, second, and third places. The judging sheets can be found in Section 9.

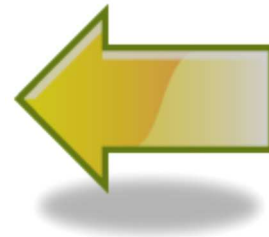
8. Suggestions for a Successful Open House

Layout

The layout of displays should be aesthetically pleasing. Try not to overwhelm the visitors as they walk into a room. **There should be some path through the displays that is easy to follow.** A department greeter and/or guide through the displays is a good idea.

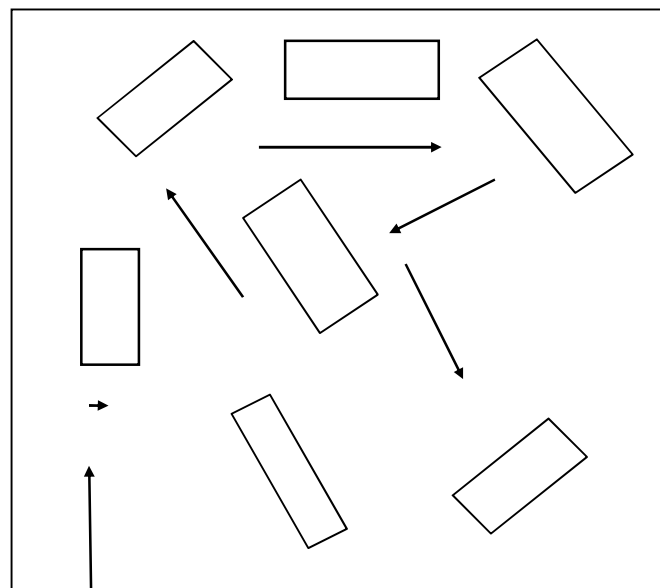
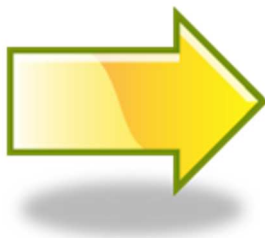


This is a better layout because people will naturally move around the room.



Entrance/Exit

In this arrangement, the people are bombarded by displays when they enter a room. There is no path to follow.



Entrance/Exit

NOTE: Make sure paths are large enough for wheelchairs. Three feet of clearance is required.

Displays

- Displays should inform the public and be interactive, both verbally and physically.
- Be interesting to the public and easy to understand.
- Have simple, readable, eye-catching titles.
- Be well organized and have an outline of the contents.
 - a. Do not have a bunch of signs for visitors to read that are not explained.
 - b. Explain everything that is within your display.
- Have visual aids such as pictures, models, slides, brochures, flow charts, graphs, samples, computer graphics, and colorful items.
- Relate to the theme.
- Be clean, neat, and have a professional appearance.
- Be well lit.
- Flow together and disguise normal classroom atmosphere.
- If a video is used, do not try to speak over it. Don't make it too long.
- Signs should be at eye level.

Presentations

- The presentation should briefly explain the entire display.
- Don't get overly technical.
- Speakers should be energetic and enthusiastic.
- Don't let people just wander by – talk to them, but don't be too pushy.
- Be polite and courteous to everyone.
- Allow the judges to approach you. Don't be aggressive.
- Dress professionally.
- Be knowledgeable enough to answer questions about the subject you present.
- Try to rotate speakers. This will keep the people at the displays more alert.
- Everyone in your department who is helping out with Open House should wear a name tag.
- Keep presentations short. 2-3 minutes is the designated time limit.

Department Competitions

- If your department intends to host departmental competitions, let Steel Ring know as soon as possible.
- Steel Ring will help to advertise and promote your departmental competition.

9. Judging Sheets

On the following pages are all of the scoring sheets used by Steel Ring judges and faculty judges. Steel Ring reserves the right to change these prior to Open House, but will notify departments of any changes. Please use these to create your displays, and email Judging Chair, Tom Bolton, sring@ksu.edu, with any questions.

OUTSTANDING DEPARTMENT AWARD

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

Department: _____

Judge: _____

Overall Department Effectiveness

(Poor – Excellent)

- | | |
|--|----------|
| 1. Quality of Visual Presentations | _____/25 |
| 2. Quality of Verbal Explanations | _____/20 |
| 3. Public Awareness | _____/20 |
| 4. Originality and Imagination | _____/15 |
| 5. Interactivity | _____/10 |
| 6. Departmental Entrance | _____/5 |
| 7. Interdepartmental Marketing Display Participation | _____/5 |

Overall Effectiveness Total

_____/100

Curriculum Display

- | | |
|-------------------------------------|----------|
| 1. Quality of Visual Presentations | _____/10 |
| 2. Presenter Demeanor and Knowledge | _____/5 |
| 3. Originality and Creativity | _____/5 |
| 4. Overall Impression of Display | _____/5 |
| 5. Curriculum Poster | _____/5 |

Curriculum Display Total

_____/30

Opening Ceremonies

- | | |
|---|---------|
| 6. Parade Participation (15 or more students) | _____/5 |
| 7. One Torch Runner (with Alternate) | _____/5 |
| 8. Float, Banner, or Sign in Parade | _____/5 |

Opening Ceremonies Total

_____/15

Open House Reports

- | | | |
|--|-------------------|---------|
| 12. 1 st Fall Meeting | October 22, 2013 | _____/1 |
| 13. 2 nd Fall Meeting | November 6, 2013 | _____/2 |
| 14. 3 Friday Night Ideas | November 6, 2013 | _____/2 |
| 15. Project Proposal | November 21, 2013 | _____/2 |
| 16. Room Layout Report #1 | November 21, 2013 | _____/1 |
| 17. Room Request Report | November 21, 2013 | _____/1 |
| 18. Departmental Report | December 12, 2013 | _____/3 |
| 19. 1 st Spring Meeting | March 7, 2014 | _____/1 |
| 20. Progress Report #1 | January 30, 2014 | _____/2 |
| 21. Room Layout Report #2 | January 30, 2014 | _____/1 |
| 22. 2 nd Spring Meeting | February 27, 2014 | _____/1 |
| 23. Preliminary Financial Report | February 27, 2014 | _____/1 |
| 24. Technical Abstract – Rough Draft | February 27, 2014 | _____/1 |
| 25. Technical Abstract – Final Draft | March 12, 2013 | _____/2 |
| 26. Final Display Report | March 13, 2014 | _____/2 |
| 27. Written Portion for Open Class Display | March 13, 2014 | _____/2 |
| 28. Route Helpers | March 31, 2014 | _____/2 |
| 29. Room Layout Diagram | March 31, 2014 | _____/1 |
| 30. Opening Ceremonies Runners | March 31, 2014 | _____/1 |
| 31. Departmental Display Awards | April 5, 2014 | _____/1 |
| 32. Financial Report | April 7, 2014 | _____/1 |

Open House Reports Total

_____/30

TOTALS

_____/175

OVERALL DEPARTMENT EFFECTIVENESS

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

Department: _____

Judge: _____

(Poor - Excellent)

Quality of Visual Presentations

33. How well visual displays help communicate idea being presented 0 - 8 _____
34. Aesthetic appeal of display (professional, clean, organized) 0 - 7 _____
35. How well displays are arranged so public can easily move through displays 0 - 5 _____

Visual Presentation Total _____/20

Quality of Verbal Explanations

36. Quality of presentations (friendly, audible, enthusiastic) 0 - 10 _____
37. Preparedness from all presenters 0 - 5 _____
38. Professionalism of presenters (attitude, attire, etc.) 0 - 10 _____

Verbal Explanation Total _____/25

Public Awareness

39. How well the displays represent department's field of engineering 0 - 10 _____
40. How well the displays promote engineering in general 0 - 5 _____
41. How well the displays educate people of all ages and backgrounds 0 - 5 _____

Public Awareness Total _____/20

Originality and Imagination

42. How well the displays relate to the theme of Open House: "Build Your Creativity" 0 - 10 _____
43. How well the displays relate to each other 0 - 5 _____

Originality and Imagination Total _____/15

Interactivity

44. How well the public interacts with the displays 0 - 5 _____
45. How well the public relates to the topics 0 - 5 _____

Interactivity Total _____/10

Departmental Entrance

46. How well the entrance relates to the theme of Open House 0 - 5 _____
47. How well the entrance draws people in 0 - 5 _____

Departmental Entrance Total _____/10

TOTALS

_____/10

PARADE/SKIT

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

Department: _____

Judge: _____

Participation

(Poor - Excellent)

48. 15 or more participants (*all or nothing*)

0 or 5 _____

Participation Total

_____/5

Visual Presentation*

49. Creativity and originality of banner, float, or background

0 - 5 _____

50. Imaginatively using theme

0 - 10 _____

51. Public awareness (is display educational to public?)

0 - 5 _____

52. Overall Quality of Float†

0 - 10 _____

†If no float is used, department receives 0 points

Visual Presentation Total

_____/30

Skit

53. Imaginatively using theme

0 - 10 _____

54. Spirit and Enthusiasm

0 - 10 _____

55. Public awareness (educational to public?)

0 - 5 _____

56. Time deductions:

Skit Time: _____ min

Skit Time	2:00min	2:01 - 2:15min	2:16 - 2:30min	2:31 - 2:45min	≥ 2:46min
Deductions	0 pts	1 pts	2 pts	3 pts	4 pts

Skit Total

_____/25

Safety

57. Any action that causes, or could have caused, harm to a participant or spectator will result in an automatic deduction

Deduct 15 Points

PARADE/SKIT SCORE

_____/60

CURRICULUM DISPLAY

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

Department: _____

Judge: _____

Quality of Visual Presentation

(Poor – Excellent)

- | | |
|--|-------------|
| 58. Does display list curriculum for new students and give major options ? | 0 - 2 _____ |
| 59. Does display provide overview of department? | 0 - 1 _____ |
| 60. Does display describe what professionals in that field do? | 0 - 1 _____ |
| 61. Is display professionally done and neat (not empty or cluttered)? | 0 - 1 _____ |
| 62. Do diagrams/graphs add to written information without distracting? | 0 - 1 _____ |
| 63. Does visual display stand by itself? | 0 - 1 _____ |
| 64. Can you follow the order of display easily (i.e. without verbal cues)? | 0 - 1 _____ |
| 65. Can you read text (including diagrams/graphs) from three (3) feet away? | 0 - 1 _____ |
| 66. Is there a good summary for visitors who just want a quick overview? | 0 - 1 _____ |

Visual Presentation Total

_____/10

Upper-Class Student Presentation

- | | |
|---|-------------|
| 67. Is there a student attending the display? | 0 - 1 _____ |
| 68. Is there more than one student attending (in case one is busy)? | 0 - 1 _____ |
| 69. Are the students upperclassmen (you can ask what year they are)? | 0 - 1 _____ |
| 70. Do the students appear to be glad to be there and welcome visitors? | 0 - 1 _____ |
| 71. Can students adequately answer questions about curriculum/department? | 0 - 1 _____ |

Upper-Class Student Presentation Total

_____/5

Originality and Imagination

- | | |
|---|-------------|
| 72. Is there something special about the display that attracts visitors? | 0 - 1 _____ |
| 73. Does the display interest you (as much as the subject can)? | 0 - 1 _____ |
| 74. Is there something in the display you don't see very frequently? | 0 - 1 _____ |
| 75. Is there something in the display you've never seen before? | 0 - 1 _____ |
| 76. Does the display do something above and beyond
(i.e. preview upcoming department displays) | 0 - 1 _____ |

Originality and Imagination Total

_____/5

Overall Impression of Display

- | | |
|-----------------------------------|-------------|
| 77. Overall impression of display | 0 - 5 _____ |
|-----------------------------------|-------------|

Overall Impression Total

_____/5

Curriculum Poster

- | | |
|--|-------------|
| 74. Is the poster clear and easy to understand? | 0 - 1 _____ |
| 75. Does the poster represent the department? | 0 - 2 _____ |
| 76. Does the poster provide adequate information about the curriculum? | 0 - 2 _____ |

Curriculum Poster Total

_____/5

CURRICULUM TOTAL

_____/30

LIMITED CLASS DISPLAY
2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

Department: _____

Judge: _____

Quality of Verbal Explanation

(Poor - Excellent)

77. Ability to communicate material

0 - 10 _____

- a. Did the presenter explain the visual display adequately?
- b. Did the presenter use adequate terminology and avoid using jargon/acronyms without defining them?
- c. Did the presenter incorporate the display without using it as a crutch (i.e. reading off of display?)
- d. Ability to answer questions about material

78. Ability to answer questions

0 - 7 _____

- a. Did the presenter answer questions without getting off track?
- b. Did the presenter provide more than a basic ("bare-bones") answer?
- c. Did the presenter indicate where you could go if you wanted a more detailed answer?

79. Quality of presentation

0 - 10 _____

- d. Was the presenter friendly, audible, and enthusiastic?
- e. Did the presenter enunciate well and not stumble?
- f. Did the presenter use helpful hand gestures?
- g. Did the presenter appear comfortable and at ease?
- h. Did the presenter have good eye contact?

80. How well time limits are followed; Choose:

- | | |
|------------------------------|---------|
| i. 3 minutes +/- 0 seconds | 3 _____ |
| j. 3 minutes +/- 30 seconds | 2 _____ |
| k. 3 minutes +/- 60 seconds | 1 _____ |
| l. 3 minutes +/- >60 seconds | 0 _____ |

Verbal Explanation Total

_____/30

Quality of Visual Presentation

81. How well visual display communicates idea

0 - 10 _____

- m. Does the display stand by itself?
- n. Does the design emphasize the information presented?
- o. Do diagrams/graphs add to the written information without distracting or overwhelming?
- p. Is there a good summary for visitors who just want a quick overview?

82. Aesthetic appeal of display

0 - 10 _____

- q. Does the display appear to be professionally done (neat)?
- r. Can you follow the order of the display easily (without verbal cues)?
- s. Is there enough information for the space used (i.e. not empty or crowded)?
- t. Can you read the text (including graphs) easily from about three feet away?

Visual Presentation Total

_____/20

Public Awareness

83. How well display educates people of all ages and backgrounds

0 - 10 _____

- u. Does the display represent some general knowledge, as well as a few specifics?
- v. Would you have learned something from this display as a child/student/adult/engineering student?

84. How well display represents specific field of engineering

0 - 5 _____

- w. How does the display represent its department?
- x. Does the display define a specific engineering focus?
- y. Did the display increase your knowledge of what engineers in that field do?
- z. Did the display inform you of how the field is important to society?

LIMITED CLASS DISPLAY

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

85. *How well display promotes engineering in general* 0 - 5 _____
- aa. Does the display illustrate how engineering is beneficial?
 - bb. If you were not an engineer, would you be able to grasp why the display was important?

Public Awareness Total _____/20

Interactivity

86. *How well public can interact with display* 0 - 5 _____
- cc. Could you *verbally* interact with the display (i.e. audience participation)?
 - dd. Could you *physically* interact with the display?
 - ee. Was the interaction comfortable (not-embarrassing)?
 - ff. Did you want to interact because the interaction appeared interesting?
 - gg. Did you learn something from the interaction itself?

87. *How well public can relate to the topic* 0 - 5 _____
- hh. Did the presenter explicitly state how the topic affects you?
 - ii. Did the presentation/display conclude with the idea that "you should remember X because it affects you by Y" or something similar?
 - jj. Did the interactive part of the display help make the topic more familiar/tangible?

Interactivity Total _____/10

Originality and Imagination

88. *How well display relates to theme of Open House:* 0 - 10 _____
- "Empowering Students to Impact Our Future"*
- kk. Does the display title tie in to the theme?
 - ll. Does the connection to the theme appear elsewhere on the display?
 - mm. Did the presenter connect the theme to his/her presentation?
 - nn. Does the connection go beyond the words and incorporate the idea of the theme?
 - oo. Is the connection unique and original?
 - pp. Is there something special about the display to attract visitors?

89. *How well display illustrates current topics* 0 - 5 _____
- qq. Are references dated more recently than in 2007?
 - rr. Are references from a field related source?
 - ss. Does the display do more than rehash the conventional opinion of the field?
 - tt. Did you get the impression that the field is making progress in this area?

Originality and Imagination Total _____/15

Overall Impression

90. *Overall impression of display* 0 - 5 _____

Overall Impression Total _____/5

LIMITED CLASS TOTAL _____/100

FRESHMAN/SOPHOMORE CLASS DISPLAY

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

Department: _____

Judge: _____

Quality of Verbal Explanation

(Poor - Excellent)

91. *Ability to communicate material*

0 - 10 _____

- uu. Did the presenter explain the visual display adequately?
- vv. Did the presenter use adequate terminology and avoid using jargon/acronyms without defining them?
- ww. Did the presenter incorporate the display without using it as a crutch (i.e. reading off of display?)
- xx. Ability to answer questions about material

92. *Ability to answer questions*

0 - 7 _____

- a. Did the presenter answer questions without getting off track?
- b. Did the presenter provide more than a basic ("bare-bones") answer?
- c. Did the presenter indicate where you could go if you wanted a more detailed answer?

93. *Quality of presentation*

0 - 10 _____

- a. Was the presenter friendly, audible, and enthusiastic?
- b. Did the presenter enunciate well and not stumble?
- c. Did the presenter use helpful hand gestures?
- d. Did the presenter appear comfortable and at ease?
- e. Did the presenter have good eye contact?

94. *How well time limits are followed; Choose:*

- | | |
|------------------------------|---------|
| a. 3 minutes +/- 0 seconds | 3 _____ |
| b. 3 minutes +/- 30 seconds | 2 _____ |
| c. 3 minutes +/- 60 seconds | 1 _____ |
| d. 3 minutes +/- >60 seconds | 0 _____ |

Verbal Explanation Total

_____/30

Quality of Visual Presentation

95. *How well visual display communicates the idea*

0 - 10 _____

- a. Does the display stand by itself?
- b. Does the design emphasize the information presented?
- c. Do diagrams/graphs add to the written information without distracting?
- d. Is there a good summary for visitors who just want a quick overview?

96. *Aesthetic appeal of display*

0 - 10 _____

- a. Does the display appear to be professionally done (neat)?
- b. Can you follow the order of the display easily (without verbal cues)?
- c. Is there enough information for the space used (i.e. not empty or crowded)?
- d. Can you read the text (including graphs) easily from about three feet away?

Visual Presentation Total

_____/20

Public Awareness

97. *How well display educates people of all ages and backgrounds*

0 - 10 _____

- a. Does the display represent some general knowledge, as well as a few specifics?
- b. Would you have learned something from this display as a child/student/adult/engineering student?

98. *How well display represents specific field of engineering*

0 - 5 _____

- a. How does the display represent its department?

FRESHMAN/SOPHOMORE CLASS DISPLAY

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

- b. Does the display define a specific engineering focus?
- c. Did the display increase your knowledge of what engineers in that field do?
- d. Did the display inform you of how the field is important to society?

99. *How well display promotes engineering in general* 0 - 5 _____

- a. Does the display illustrate how engineering is beneficial?
- b. If you were not an engineer, would you be able to grasp why the display was important?

Public Awareness Total _____/20

Interactivity

100. *How well public can interact with the display* 0 - 5 _____

- a. Could you *verbally* interact with the display (i.e. audience participation)?
- b. Could you *physically* interact with the display?
- c. Was the interaction comfortable (not-embarrassing)?
- d. Did you want to interact because the interaction appeared interesting?
- e. Did you learn something from the interaction itself?

101. *How well public can relate to the topic* 0 - 5 _____

- a. Did the presenter explicitly state how the topic affects you?
- b. Did the presentation/display conclude with the idea that "you should remember X because it affects you by Y" or something similar?
- c. Did the interactive part of the display help make the topic more familiar/tangible?

Interactivity Total _____/10

Originality and Imagination

102. *How well display relates to theme of Open House:* 0 - 10 _____

"Empowering Students to Impact Our Future"

- a. Does the display title tie in to the theme?
- b. Does the connection to the theme appear elsewhere on the display?
- c. Did the presenter connect the theme to his/her presentation?
- d. Does the connection go beyond the words and incorporate the idea of the theme?
- e. Is the connection unique and original?
- f. Is there something special about the display to attract visitors?

103. *How well display illustrates current topics* 0 - 5 _____

- a. Are references dated more recently than in 2007?
- b. Are references from a field related source?
- c. Does the display do more than rehash the conventional opinion of the field?
- d. Did you get the impression that the field is making progress in this area?

Originality and Imagination Total _____/15

Overall Impression

104. *Overall impression of display* 0 - 5 _____

Overall Impression Total _____

FRESHMAN/SOPHOMORE TOTAL _____/100

OPEN CLASS DISPLAY

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

Department: _____

Judge: _____

Quality of Verbal Explanation

(Poor - Excellent)

105. *Ability to communicate material* 0 - 10 _____

- a. Did the presenter explain the visual display adequately?
- b. Did the presenter use adequate terminology and avoid using jargon/acronyms without defining them?
- c. Did the presenter incorporate the display without using it as a crutch (i.e. reading off of display?)
- d. Ability to answer questions about material

106. *Ability to answer questions* 0 - 7 _____

- a. Did the presenter answer questions without getting off track?
- b. Did the presenter provide more than a basic ("bare-bones") answer?
- c. Did the presenter indicate where you could go if you wanted a more detailed answer?

107. *Quality of presentation* 0 - 10 _____

- a. Was the presenter friendly, audible, and enthusiastic?
- b. Did the presenter enunciate well and not stumble?
- c. Did the presenter use helpful hand gestures?
- d. Did the presenter appear comfortable and at ease?
- e. Did the presenter have good eye contact?

108. *How well time limits are followed; Choose:*

- | | |
|------------------------------|---------|
| a. 3 minutes +/- 0 seconds | 3 _____ |
| b. 3 minutes +/- 30 seconds | 2 _____ |
| c. 3 minutes +/- 60 seconds | 1 _____ |
| d. 3 minutes +/- >60 seconds | 0 _____ |

Verbal Explanation Total

_____/30

Quality of Visual Presentation

109. *How well visual display communicates idea* 0 - 10 _____

- a. Does the display stand by itself?
- b. Does the design emphasize the information presented?
- c. Do diagrams/graphs add to the written information without distracting or overwhelming?
- d. Is there a good summary for visitors who just want a quick overview?

110. *Aesthetic appeal of display* 0 - 10 _____

- a. Does the display appear to be professionally done (neat)?
- b. Can you follow the order of the display easily (without verbal cues)?
- c. Is there enough information for the space used (i.e. not empty or crowded)?
- d. Can you read the text (including graphs) easily from about three feet away?

Visual Presentation Total

_____/20

Public Awareness

111. *How well display educates people of all ages and backgrounds* 0 - 10 _____

- a. Does the display represent some general knowledge, as well as a few specifics?
- b. Would you have learned something from this display as a child/student/adult/engineering student?

112. *How well display represents specific field of engineering* 0 - 5 _____

- a. How does the display represent its department?
- b. Does the display define a specific engineering focus?
- c. Did the display increase your knowledge of what engineers in that field do?
- d. Did the display inform you of how the field is important to society?

113. *How well display promotes engineering in general* 0 - 5 _____

OPEN CLASS DISPLAY

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

- a. Does the display illustrate how engineering is beneficial?
- b. If you were not an engineer, would you be able to grasp why the display was important?

Public Awareness Total _____/20

Interactivity

114. *How well public can interact with the display* 0 - 5 _____

- a. Could you *verbally* interact with the display (i.e. audience participation)?
- b. Could you *physically* interact with the display?
- c. Was the interaction comfortable (not-embarrassing)?
- d. Did you want to interact because the interaction appeared interesting?
- e. Did you learn something from the interaction itself?

115. *How well public can relate to the topic* 0 - 5 _____

- a. Did the presenter explicitly state how the topic affects you?
- b. Did the presentation/display conclude with the idea that "you should remember X because it affects you by Y" or something similar?
- c. Did the interactive part of the display help make the topic more familiar/tangible?

Interactivity Total _____/10

Originality and Imagination

116. *How well display relates to theme of Open House:* 0 - 10 _____

"Build Your Creativity"

- a. Does the display title tie in to the theme?
- b. the connection to the theme appear elsewhere on the display?
- c. Did the presenter connect the theme to his/her presentation?
- d. Does the connection go beyond the words and incorporate the idea of the theme?
- e. Is the connection unique and original?
- f. Is there something special about the display to attract visitors?

117. *How well display illustrates current topics* 0 - 5 _____

- a. Are references dated more recently than in 2007?
- b. Are references from a field related source?
- c. Does the display do more than rehash the conventional opinion of the field?
- d. Did you get the impression that the field is making progress in this area?

Originality and Imagination Total _____/15

Overall Impression

118. *Overall impression of display* 0 - 5 _____

Overall Impression Total _____/5

Written Qualities (Maximum of 1 Page)

118. *Overall impression of display* 0 - 10 _____

119. *How well the patent prior art study reviews previous patents on related work* 0 - 10 _____

Overall Impression Total _____/20

OPEN CLASS TOTAL _____/120

GRADUATE STUDENT DISPLAY

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

Department: _____

Judge: _____

Quality of Verbal Explanation

(Poor - Excellent)

119. *Ability to communicate material* 0 - 5 _____
- d. Did the presenter explain the visual display adequately?
 - e. Did the presenter use adequate terminology and avoid using jargon/acronyms without defining them?
 - f. Did the presenter incorporate the display without using it as a crutch (i.e. reading off of display?)
 - g. Ability to answer questions about material
120. *Ability to answer questions* 0 - 7 _____
- a. Did the presenter answer questions without getting off track?
 - b. Did the presenter provide more than a basic ("bare-bones") answer?
 - h. Did the presenter indicate where you could go if you wanted a more detailed answer?
121. *Quality of presentation* 0 - 5 _____
- f. Was the presenter friendly, audible, and enthusiastic?
 - g. Did the presenter enunciate well and not stumble?
 - h. Did the presenter use helpful hand gestures?
 - i. Did the presenter appear comfortable and at ease?
 - j. Did the presenter have good eye contact?
122. *How well time limits are followed; Choose:*
- e. 3 minutes +/- 0 seconds 3 _____
 - f. 3 minutes +/- 30 seconds 2 _____
 - g. 3 minutes +/- 60 seconds 1 _____
 - h. 3 minutes +/- >60 seconds 0 _____

Verbal Explanation Total

_____/20

Quality of Visual Presentation

123. *How well visual display communicates the idea* 0 - 5 _____
- e. Does the display stand by itself?
 - f. Does the design emphasize the information presented?
 - g. Do diagrams/graphs add to the written information without distracting?
 - h. Is there a good summary for visitors who just want a quick overview?
124. *Aesthetic appeal of display* 0 - 5 _____
- e. Does the display appear to be professionally done (neat)?
 - f. Can you follow the order of the display easily (without verbal cues)?
 - g. Is there enough information for the space used (i.e. not empty or crowded)?
 - h. Can you read the text (including graphs) easily from about three feet away?

Visual Presentation Total

_____/10

Public Awareness

125. *How well display educates people of all ages and backgrounds* 0 - 5 _____
- e. Does the display represent some general knowledge, as well as a few specifics?
 - f. Would you have learned something from this display as a child/student/adult/engineering student?
126. *How well display represents specific field of engineering* 0 - 5 _____
- g. How does the display represent its department?
 - b. Does the display define a specific engineering focus?

GRADUATE STUDENT DISPLAY

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

- g. Did the display increase your knowledge of what engineers in that field do?
- h. Did the display inform you of how the field is important to society?

127. *How well display promotes engineering in general* 0 - 5 _____

- f. Does the display illustrate how engineering is beneficial?
- g. If you were not an engineer, would you be able to grasp why the display was important?

Public Awareness Total _____/15

Interactivity

128. *How well public can interact with the display* 0 - 5 _____

- a. Could you *verbally* interact with the display (i.e. audience participation)?
- b. Could you *physically* interact with the display?
- h. Was the interaction comfortable (not-embarrassing)?
- i. Did you want to interact because the interaction appeared interesting?
- j. Did you learn something from the interaction itself?

129. *How well public can relate to the topic* 0 - 5 _____

- a. Did the presenter explicitly state how the topic affects you?
- h. Did the presentation/display conclude with the idea that "you should remember X because it affects you by Y" or something similar?
- i. Did the interactive part of the display help make the topic more familiar/tangible?

Interactivity Total _____/10

Originality and Imagination

130. *How well display relates to theme of Open House:* 0 - 5 _____

"Empowering Students to Impact Our Future"

- a. Does the display title tie in to the theme?
- g. Does the connection to the theme appear elsewhere on the display?
- h. Did the presenter connect the theme to his/her presentation?
- i. Does the connection go beyond the words and incorporate the idea of the theme?
- j. Is the connection unique and original?
- k. Is there something special about the display to attract visitors?

131. *How well display illustrates current topics* 0 - 5 _____

- e. Are references dated more recently than in 2007?
- f. Are references from a field related source?
- g. Does the display do more than rehash the conventional opinion of the field?
- h. Did you get the impression that the field is making progress in this area?

Originality and Imagination Total _____/10

Overall Impression

132. *Overall impression of display* 0 - 5 _____

Overall Impression Total _____/5

GRADUATE STUDENT TOTAL _____/70

TECHNICAL ABSTRACT JUDGING

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

Department: _____

Judge: _____

Technical Display Background

The Best Technical Presentation Award will be given to the best display of a technical engineering concept presented by undergraduate and/or graduate student. Any display entered in the Open Class or Limited Class competition may also be entered in this category. Entries may be class, individual, senior, graduate, or any other projects that exclude faculty involvement (except as an advisor). College of Engineering faculty members will judge these displays. Each department is allowed to submit two technical displays to be judged, but may (and is encouraged to) have as many non-judged technical displays as desired. Technical displays should be in problem-and-solution format.

An abstract must be turned in by March 8, 2012. Make sure there is a name, title and department at the top of the page, no title page is needed. This abstract must also be available at the display. Without an abstract, the display will be disqualified. It should be no more than 2 pages in length with 1" margins on all sides, written in 10 point font or larger and should include the following sections:

Background and Purpose

Results

Conclusion

Recommendations for Future Work.

A plaque will be given for first place. Certificates will be presented to the display chairperson for first, second, and third places.

Quality of Abstract

(Poor - Excellent)

133.	<i>Editing and reader-friendliness*</i>	0 - 5	_____
a.	Exceeding page limit (2 pages) leads to loss of points	0	_____
2.	<i>Background and Purpose</i>	0 - 4	_____
134.	<i>Results</i>	0 - 4	_____
135.	<i>Conclusion</i>	0 - 4	_____
136.	<i>Recommendation for Future Work</i>	0 - 3	_____

TECHNICAL ABSTRACT TOTAL

_____/20

TECHNICAL DISPLAY

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

Department: _____

Judge: _____

Quality of Verbal Explanation

(Poor - Excellent)

137. *Ability to communicate material*

0 - 4 _____

- a. Did the presenter explain the visual display adequately?
- b. Did the presenter use adequate terminology and avoid using jargon/acronyms without defining them?
- c. Did the presenter incorporate the display without using it as a crutch (i.e. reading off of display?)
- d. Ability to answer questions about material

138. *Ability to answer questions*

0 - 4 _____

- a. Did the presenter answer questions without getting off track?
- b. Did the presenter provide more than a basic ("bare-bones") answer?
- c. Did the presenter indicate where you could go if you wanted a more detailed answer?

139. *Quality of presentation*

0 - 4 _____

- a. Was the presenter friendly, audible, and enthusiastic?
- b. Did the presenter enunciate well and not stumble?
- c. Did the presenter use helpful hand gestures?
- d. Did the presenter appear comfortable and at ease?
- e. Did the presenter have good eye contact?

140. *How well time limits are followed; Choose:*

- a. 3 minutes +/- 0 seconds
- b. 3 minutes +/- 30 seconds
- c. 3 minutes +/- 60 seconds
- d. 3 minutes +/- >60 seconds

3 _____
2 _____
1 _____
0 _____

Verbal Explanation Total

_____/15

Quality of Visual Presentation

141. *How well visual display communicates idea*

0 - 5 _____

- a. Does the display stand by itself?
- b. Does the design emphasize the information presented?
- c. Do diagrams/graphs add to the written information without distracting or overwhelming?
- d. Is there a good summary for visitors who just want a quick overview?

142. *Aesthetic appeal of display*

0 - 5 _____

- a. Does the display appear to be professionally done (neat)?
- b. Can you follow the order of the display easily (without verbal cues)?
- c. Is there enough information for the space used (i.e. not empty or crowded)?
- d. Can you read the text (including graphs) easily from about three feet away?

Visual Presentation Total

_____/10

Public Awareness

143. *How well display educates people of all ages and backgrounds*

0 - 4 _____

- a. Does the display represent some general knowledge, as well as a few specifics?
- b. Would you have learned something from this display as a child/student/adult/engineering student?

TECHNICAL DISPLAY

2014 OPEN HOUSE: "BUILD YOUR CREATIVITY"

144. *How well display represents specific field of engineering* 0 - 3 _____

- a. How does the display represent its department?
- b. Does the display define a specific engineering focus?
- c. Did the display increase your knowledge of what engineers in that field do?
- d. Did the display inform you of how the field is important to society?

145. *How well display promotes engineering in general* 0 - 3 _____

- a. Does the display illustrate how engineering is beneficial?
- b. If you were not an engineer, would you be able to grasp why the display was important?

Public Awareness Total _____/10

Originality and Imagination

146. *How well display relates to theme of Open House:* 0 - 5 _____

"Build Your Creativity"

- a. Does the display title tie in to the theme?
- b. Does the connection to the theme appear elsewhere on the display?
- c. Did the presenter connect the theme to his/her presentation?
- d. Does the connection go beyond the words and incorporate the idea of the theme?
- e. Is the connection unique and original?
- f. Is there something special about the display to attract visitors?

147. *How well display illustrates current topics* 0 - 5 _____

- a. Are references dated more recently than in 2007?
- b. Are references from a field related source?
- c. Does the display do more than rehash the conventional opinion of the field?
- d. Did you get the impression that the field is making progress in this area?

Originality and Imagination Total _____/10

Engineering Method (All categories should be presented visually within the display)

148. *Define the problem* 0 - 3 _____

149. *Identify the need for solution of the problem* 0 - 4 _____

150. *Search for facts* 0 - 3 _____

151. *Criteria and constraints identified* 0 - 3 _____

152. *Alternative solutions identified* 0 - 3 _____

153. *Adequate analysis of the problem* 0 - 3 _____

154. *Determination of optimum solution* 0 - 4 _____

155. *Specifications of solution* 0 - 3 _____

156. *Evaluation of solution* 0 - 4 _____

Engineering Method Total _____/30

Overall Impression

157. *Overall impression of display* 0 - 5 _____

Overall Impression Total _____/5

TECHNICAL DISPLAY TOTAL _____/80



Steel Ring Officers 2013-2014



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