

## 10. Term Schedule & Project Assignments

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The full-term schedule for Winter 2021 appears on the following page.

Project assignments and presentation schedules for each project round can be found in the "*CHEE 315 Course Manual*" module of the CHEE 315 onQ website:

- 10.1 First Project Round
- 10.2 Second Project Round
- 10.3 Third Project Round
- 10.4 Fourth Project Round

Teams must perform lab work and final presentations on their assigned lab day.

Reports and Technical memos must be submitted by the Team Leader via the CHEE 315 onQ website by noon on the designated due date specified in Course Manual documents 10.1, 10.2, 10.3 & 10.4.

Reports must be submitted as a single WORD.docx file via onQ. A hard copy submission is not required.

Technical memos must be submitted as a single WORD.docx file via onQ. A hard copy submission is not required.

See the "Project and Course Requirements" section in the "*CHEE 315 Course Manual*" module on the CHEE 315 onQ website for details related to pre-lab, lab work, and report writing expectations/requirements.

**Table 10.1.** CHEE 315 Term Schedule - Winter 2021.

Term Week No.	Week Starts	Tasks
1	Jan. 11	<ul style="list-style-type: none"> <li>No in-lab work in week one.</li> <li>Attend course orientation &amp; safety lecture (mandatory - see course Announcements on onQ for time and location).</li> <li>Lab groups and 1st lab project assigned by Course Instructor before end of week 1.</li> <li>Contact your team members, select a leader for Project Round 1 and start work on pre-lab tasks.</li> </ul> <p><b>Project Round 1</b></p> <ul style="list-style-type: none"> <li>Check lab project, supervisor and lab-work date assignments in the document "10.1 First Project Round".</li> <li>Study project-related reference materials, view apparatus, plan procedure.</li> <li>Team Leader schedules pre-lab meeting with Project Supervisor (TA).</li> <li>Lab Group attends pre-lab meeting with Project Supervisor to demonstrate readiness to proceed with lab work.</li> <li>If preparation is approved, lab group performs lab work on assigned lab date.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.1 First Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in first project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul> <p><b>Additionally, in 1st project round only:</b></p> <ul style="list-style-type: none"> <li>Everyone individually completes and submits Assignment #1 via onQ by 10:00 pm on Thu., Jan. 21.</li> <li>Team Leader gets consensus from lab group members and submits lab preference survey via onQ by 12:00 noon on Fri., Jan. 22.</li> </ul>
2	Jan. 18	<ul style="list-style-type: none"> <li>Check project, supervisor and lab-work date in the .pdf document "10.2 Second Project Round".</li> <li>Study project-related reference materials, view apparatus, plan procedure.</li> <li>Team Leader schedules pre-lab meeting with Project Supervisor (TA).</li> <li>Lab Group attends pre-lab meeting with Project Supervisor to demonstrate readiness to proceed with lab work.</li> <li>If preparation is approved, lab group performs lab work on assigned lab date.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.2 Second Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and 1st or 4th Team Leader (see presentation schedule in the document "10.2 Second Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .pttx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
3	Jan. 25	<p><b>Project Round 2</b></p> <ul style="list-style-type: none"> <li>Check project, supervisor and lab-work date in the .pdf document "10.2 Second Project Round".</li> <li>Study project-related reference materials, view apparatus, plan procedure.</li> <li>Team Leader schedules pre-lab meeting with Project Supervisor (TA).</li> <li>Lab Group attends pre-lab meeting with Project Supervisor to demonstrate readiness to proceed with lab work.</li> <li>If preparation is approved, lab group performs lab work on assigned lab date.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.2 Second Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and 1st or 4th Team Leader (see presentation schedule in the document "10.2 Second Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .pttx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
4	Feb. 1	<p><b>Project Round 3</b></p> <ul style="list-style-type: none"> <li>Check project, supervisor and lab-work date in the .pdf document "10.3 Third Project Round".</li> <li>Study project-related reference materials, view apparatus, plan procedure.</li> <li>Team Leader schedules pre-lab meeting with Project Supervisor (TA).</li> <li>Lab Group attends pre-lab meeting with Project Supervisor to demonstrate readiness to proceed with lab work.</li> <li>If preparation is approved, lab group performs lab work on assigned lab date.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.3 Third Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>Final oral presentation (via Zoom meeting with Project Supervisor) co-prepared and co-presented by current Team Leader and whomever has not previously presented (see presentation schedule in the document "10.3 Third Project Round").</li> <li>Both Presenters must submit a copy of the presentation slides (.pdf or .pttx) via onQ anytime before the presentation time.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
5	Feb. 8	<p><b>Project Round 4</b></p> <ul style="list-style-type: none"> <li>Check project, supervisor and lab-work date in the .pdf document "10.4 Fourth Project Round".</li> <li>Study project-related reference materials, view apparatus, plan procedure.</li> <li>Team Leader schedules pre-lab meeting with Project Supervisor (TA).</li> <li>Lab Group attends pre-lab meeting with Project Supervisor to demonstrate readiness to proceed with lab work.</li> <li>If preparation is approved, lab group performs lab work on assigned lab date.</li> <li>Begin work on group-prepared lab report.</li> <li>Team Leader submits group-prepared report as a single WORD .docx file via the CHEE 315 onQ website by 12:00 noon on the designated due-date specified in the document "10.4 Fourth Project Round".</li> <li>Team Leader individually prepares and submits technical memo via onQ by the final report deadline.</li> <li>No final oral presentations in fourth project round.</li> <li>Everyone submits individual peer evaluations via onQ by 10:00 pm the day after your report is due.</li> </ul>
Reading Week	Feb. 15	
6	Feb. 22	
7	Mar. 1	
8	Mar. 8	
9	Mar. 15	
10	Mar. 22	
11	Mar. 29	
12	Apr. 5	

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