

UF ISE
Senior Design Faculty Mentor Support Policy
October 29, 2018

[Motivation]

Student project teams as part of the Senior Design Project course (EIN4335) need faculty advisors to provide technical guidance for project execution and completion. The ISE Department is committed to accounting for or supporting faculty effort as part of student project team supervision

[Definition]

This policy puts in place a Department effort accounting and compensation structure for faculty advisors of senior design project teams. The policy identifies who is eligible for team advising in any given semester as well as the level of associated teaching credit or compensation. The policy also lays-out the timing of the credit or compensation.

[Opportunity]

The opportunity exists for faculty to advise senior design project teams during fall, spring and summer semesters. An open call will be made for faculty interest in service at least 2 weeks in advance of the semester in which advising is to occur. All senior design project teams will be required to have an assigned faculty advisor (other than the senior design (EIN4335) course instructor(s)). The assignment of faculty advisors to teams will be made by course instructors based on the demands of identified projects and volunteering faculty expertise. Faculty will only be permitted to advise up to two (2) project teams in each semester. Senior design project instructors will be expected to address all project-oriented course instruction needs (including guiding teams) but will not be permitted to serve as “faculty advisors” (per se) during the same semester in which they teach EIN4335. That is, course instructors cannot receive additional instruction credit or compensation for faculty advisor service in the same term.

[Requirements]

It is expected that senior design project teams will range in size from approximately 4-6 students. Faculty advisors are expected to provide teams with guidance on: identifying problems, defining the scope of a project, and forming solutions. Specific forms of guidance include: (1) setting project priorities, expectations and standards; (2) suggesting sources of information; (3) correcting general directions of project execution; (4) corrections of misconceptions; (5) general evaluations of feasibility of project activities; and (6) addressing deviations. Faculty advisors are NOT expected to provide the following forms of guidance: (1) training students on specific tools, software, solvers, programming languages or techniques; (2) deriving, programming, and implementing detailed solutions for students; and (3) testing feasibility of approaches for students. These activities are expected to require ~1.5-2 hours of advisor time per week. Advisors are expected to schedule regular weekly or bi-weekly meetings with teams. A senior design team poster session will be held at the end of each term and all advisors are expected to attend.

[Process]

Support for faculty advisors will occur in one of three following forms: (1) course credit at 1/7 of a (3 credit) course for each team supervised; (2) “one-time” monetary compensation of \$1500 for each team supervised; or (3) overhead funds of \$1500 for each team supervised. To receive any form of support, a faculty advisor must be teaching at nominal load (according to appointment) for the given term. Faculty on “start-up” may only elect compensation or overhead funds as forms of support, as further course load reduction is not possible when on “start-up”. Compensation or overhead funds for team advising will occur on the last pay day of the semester in which the advising has occurred. Course load reduction

through accumulation of credit for advising senior design teams will only occur in the semester directly following accumulation of 1 full course credit ($= 7 \text{ teams} * 1/7 \text{ credit/team}$).