# Syllabus Summer 2010

## Summer Internship Scheduling and Deadlines

There will be weekly meetings for all involved in the internship that are subject to change depending on scheduling and need. Meetings will be set based upon survey results of people's availability. Important deadlines for this summer include a reflection report will be due every two weeks and a final report will be required at the end. Karen, Matt, May, Monroe, and/or Po-Hsun will try to be available as much as possible for teams this summer. Feel free to schedule a meeting. If you would like to meet with Monroe, set up an appointment

## Calendar (Deliverables and due dates are bolded)

### Week 0

| Thurs 6/10 | Complete the online **lab safety training** by 5 PM |
|---|---|

### Week 1

| Mon 6/14 | Meeting: Meet your team, navigating the Wiki and scheduling<br>**Read the Team Challenges page**<br>**Bring your calendar to our first meeting on Monday to schedule individual team meetings**<br><br>**New members Create your individual wiki page** |
|---|---|
| Mon 6/14 - Thurs 6/18 | **Meet with a Research or Design Leader and Team Leader to clarify expectations** |
| Tues 6/15 - Fri 6/18 | Intensive training for each team will be conducted by a Research or Design Leader<br>Plan and conduct first experiment or begin working on preliminary design |
| Fri 6/18 | **Detailed Task List due by 5 PM as a word doc e-mailed to the Team Leader** |

### Week 2

| Mon 6/21 | Meeting: How to Upload Word Files to the wiki, Reflection Reports, and Detailed Task List |
|---|---|
| Tues 6/22 | Extension: **Detailed Task List due by 5 PM as a word doc e-mailed to the Team Leader** |
| Mon 6/21 - Wed 6/23 | **Schedule an intensive meeting with a Research or Design Leader to learn more about your experimental apparatus, software, and/or coding and data analysis**<br>Conduct a second experiment if you are on the research team unless otherwise specified |
| Thurs 6/24 - Fri 6/25 | **For new research team members: Schedule and take a Research Quiz with a Research Leader and your team leader**<br>Work on **Research Reports** as a team utilizing the **template** available |
| Fri 6/25 | **Research Reports for research or Summary Reports for design due at 5 PM as a word doc e-mailed to the Team Leader**<br>**Revised Detailed Task List due by 5 PM on the wiki and in the Research Reports**<br>Remember to use the AguaClaraClean macro before submission |

### Week 3

| Mon 6/28 | Meeting: Reflection on Reflection Reports and Summary Reports and AguaClara work |
|---|---|
| Mon 6/28 - Fri 7/2 | Continue to work on design or research<br>Schedule meeting with a Design or Research Leader to help if needed<br>Begin to work on your **teach ins** |
| Fri 7/2 | **Summary Reports for design due at 5 PM** |

### Week 4

| Mon 7/5 | Holiday |
|---|---|
| Tues 7/6 - Fri 7/10 | Continue to work on design or research<br>Work on your **Research Reports** utilizing the appropriate **template** |
| Fri 7/10 | **Research Reports due 5 PM**<br>*Summary Reports for design due at 5 PM*<br>*Midterm Peer Evaluation Form* **due by 5pm** |

### Week 5

| Mon 7/12 | Meeting: Automated Design Tool Team, Chemical Dose Controller, ANC Control, and Laminar Tube Floc **teach ins** |
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| Mon 7/12 - Fri 7/16 | Continue to work on design or research |
| Fri 7/16 | **Summary Reports for design due at 5 PM** |

| Sat 7/17 | Picnic details TBD |
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## Week 6

| Mon 7/19 | Meeting: Foam Filtration, and Stacked Rapid Sand Filtration **teach ins** |
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| Mon 7/19 - Fri 7/23 | Continue to work on design or research |
| Fri 7/23 | **Research Reports** due 5 PM<br>*Summary Reports for design due at 5 PM* |

## Week 7

| Mon 7/26 | Meeting: **Plate Settler Spacing** teach-in<br>Monroe talks about Honduras, Guatemala and progress for AguaClara |
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| Mon 7/26 - Fri 7/30 | **Final Presentation** in Hollister 201 for all **Research** and **Automated Design Tool** Teams |
| Sun 8/1 | Comments about Final Presentation are handed back |

## Week 8

| Mon 8/2 | Meeting: AguaClara Engineers: Sarah Long and Dan Smith update Team from Honduras<br>Review of first drafts of final reports |
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| Mon 8/2 - Thu 8/5 | Troubleshoot and add necessary code, experiments, and design to improve your final reports<br>Revise your final report |
| Wed 8/4 | **Outline for Final Reports** due by 5 PM |
| Sat 8/7 | **First draft of Final Wiki Update are due by 12 PM** |
| Sun 8/8 | Comments for Final Report 1st Draft are handed back |

## Week 9

| Mon 8/9 - Tues 8/10 | Review the Wiki Organization Guide for help with formatting as you revise the Final Wiki Update |
| --- | --- |
| Wed 8/11 | **2nd Draft Final Report due by 12 PM** |
| Fri 8/13 | 2nd Draft Final Report is handed back with comments<br>**Upload your final report onto the wiki**<br>**Update your *individual page*** |

# Grading

Because the internship is not paid and can count for course credits, a grade will be assigned for the work that you submit. You will be evaluated based upon the professionalism, completeness and thoughtfulness of your work.

**Detailed Task List** 10 %
**Teach-Ins** 5 %
**Final Presentation** 5 %
**Final Report 1st Draft** 10 %
**Final Report 2nd Draft** 10 %
**Uploading and Formatting Wiki** 5 %
**Participation, Team Work, and Evaluations** 25 %

For Research teams: **Research Reports** 3 x 10% = 30 %
For Automated Design Tool teams: **Summary Reports** 6 x 5 % = 30 %