

SYLLABUS
ME297 FIRST LEADERSHIP CLASS
Spring Semester 2012

COORDINATORS: Professor Bradley Harriger, KNOY 131, 494-7515, bcharrig@purdue.edu
Purdue FIRST Program (PFP) President, Joe Snedden, jsnedden@purdue.edu
Class Advisor, Jeff Stuart, jrstuart@purdue.edu

OFFICE HOURS: By appointment or through e-mail to schedule (preferred)

DESCRIPTION: This course provides experiential learning experience for Purdue FIRST Program members, focusing on leadership, teamwork, communication, ethics, and technical skills. The activities of the Purdue FIRST Programs will provide the context from which the students will practice, validate and modify the information and knowledge received during the lecture periods.

OBJECTIVES: The objectives of the course are:

1. To provide the students with training and experience in leadership, teamwork, communication, and organizational skills necessary to be an effective mentor in the Purdue FIRST Program
2. To provide training and experience in the necessary skills for the appropriate functional teams in the Purdue FIRST Programs
3. To ensure quality of service provided by the Purdue FIRST Programs to its stakeholders.

ORGANIZATION: The 2 credit hour course consists of a one-hour lecture period, an office hour in CIVL G216D, and laboratory sessions which are determined by subteam. The lectures include presentations of material covering the course objectives as well as in-class exercises. The student's participation in the PFP activities, such as working in school with various different FIRST programs and managing the PFP operations, will count as the laboratory session.

To a large degree, the operation of the course will follow the operation of the PFP organization. The performance of the PFP leadership team will be evaluated by the course coordinators. The performance of the students will be evaluated by their sub-team leaders as well as the PFP leadership team.

During this academic year, the class will focus on a balance between creating one cohesive student organization, meeting the needs of individual sub-teams, and developing our members into leaders. In order to achieve these goals, the lecture period will consist of a mix of formal lectures and activities requiring participation from students.

GRADING CRITERIA:

The course grades will be based on performance and attendance. While your assignments in PFP may be conducted on a team basis, your grade will also depend upon your individual performance that will be evaluated by your sub-

team leaders. At the end of the semester, each PFP member will be asked to turn-in a grade justification. The performance part of the grade will be based on each member's immediate supervisor's evaluation and ranking of their performance and the consistency between the supervisor ranking and member self-justification.

Grading Policy:

Performance	50%
-Monthly evaluations from director will provide feedback on performance	
-Overall sub-team performance will factor into grades as well	
Attendance	40%
-20% Lecture, 10% Sub-team meetings, 10% Office hours	
Faculty assessment	10%

ATTENDANCE: Each Purdue FIRST Program's member is required to attend all of the lectures and their appropriate 'lab sessions.' For scheduling conflict and other issues, the member is required to request absence from the class from the Vice-President of PFP 24 hours prior to the scheduled class and lab sessions. Absence without excuse will factor into the attendance grade. Valid excuses for an absence include: exams, review sessions, health reasons, family emergencies, religious activities, or other situations *at the discretion of the President or Vice President*. In addition to class attendance, all PFP members are required to participate in the following activities *without exception*:

Fall semester: FLL Tournament

Spring semester: Boilermaker Regional Competition (BMR)

CAMPUS EMERGENCIES:

Grading and attendance requirements are subject to change in the event of a campus emergency or other event that alters the normal semester schedule. If such an event occurs, an announcement will be made by one of the course coordinators and new procedures and requirements will be distributed as soon as possible.

TENTATIVE SCHEDULE

January 7 th 2012 –	FRC Kick-Off Event
January 10 th 2012 –	Welcome Back Lecture, New Member Orientation
January 17 th 2012 –	Design review prep, grading sheets
January 24 th 2012 –	Design Review [2-3 hrs]
January 31 st 2012 –	No Class – Make up for Design Review
February 7 th 2012 –	Recruiter Talk – Optional for FRC Mentors
February 14 th 2012 –	No Class – Attendance required at FRC Open House
February 21 st 2012 –	FLL Design Challenge [1.5 hrs]
February 28 th 2012 –	FLL Design Challenge [1.5 hrs]
March 6 th 2012 –	No Class
March 13 th 2012 –	No Class – <i>Spring Break</i>
March 15-17 th 2012 -	Boilermaker Regional
March 20 th 2012 –	Executive Board Position Overview
March 27 th 2012 –	Elections (President, Vice President, Treasurer) [2 hrs]
March 29-31 st 2012 -	Washington DC Regional
April 3 rd 2012 –	No Class – make up for Elections
April 10 th 2012 –	Guest Lecture
April 17 th 2012 –	New Exec get input for next year
April 24 th 2012 -	Semester Review, Fall Preview, Year End Party (Travel orientation for Championship)
April 25-28 th 2012 -	Championship (St. Louis)