

Form 1: Student Sign off Form

Project Title:

Date:

Student Name:

ID:

I have read and understood all of the First Day Materials for the Course. *In particular, this includes:*

1. I am responsible for applying engineering code of ethics.
2. I am responsible for keeping up-to-date with announcements that I will receive from the course coordinator, academic advisor and the project manager;
3. I am responsible for submitting tasks on or before the due date, otherwise I will not get a credit for that task, yet I have to submit it anyway;
4. I am responsible for preparing the Project Logbook Portfolio in a professional way as required;
5. I am responsible for preparing the meeting minutes in a professional way as required;
6. I will assess the work of my team and other teams with honesty and fairness;
7. If my behavior in ME 498& ME 499 is deemed significantly unprofessional (e.g., using clearly inappropriate language), I will be banned from the course;
8. If my contribution in ME 498& ME 499 is deemed significantly inadequate (e.g., not performing the tasks assigned to me as professional as required), I will be banned from the team;
9. If I am caught cheating, I know that:
 - a) the consequences will be set by the College of Engineering Policy on cheating,
 - b) the sanctions for cheating could be as high as expulsion with a grade of Ex, failure for cheating, recorded in my transcript, and
 - c) cheating includes *but is not limited to*:
 - i) use any customer's confidential information without his permission;
 - ii) submitting work that is not my own or, for team work, not my team's;
 - iii) accepting unauthorized help from other students or providing unauthorized help to other students (for example, giving another team a copy of your team's work);
 - iv) using unauthorized materials; and
 - v) accepting a grade or other credit for team work to which I have not made an appropriate contribution.

Signature

[This page must be signed and returned no later than the last class of the 1st week. Students who are not comfortable signing this document should meet with the course coordinator before the end of the 1st week of the semester to review the requirements as necessary.]