Department of Electrical and Computer Engineering
ECE AP 7
Remote Team Participation in ECE Courses

Purpose

The purpose of this policy is to set minimum guidelines for remote or virtual participation in a team for an ECE course.

Policy

In any situation when one or more members of a team will be participating virtually, within one week after the team is formed, each team member, the faculty advisor, the instructor, and any other stakeholders must agree in writing to team expectations, which at a minimum must include communication method(s), weekly meeting time(s), project work hours, presentation time windows, and attendance at presentations.

The signed statement of agreement must be submitted via email to the ECE Undergraduate Coordinator with all team members, faculty advisor, and instructor copied on the email.

This policy must be included on the syllabus for courses with team projects.

Effective Date: November 18, 2022