ECE496Y1 Design Project Administrator

Course: ECE496Y1 - Design Project
Role: ECE496 Administrator

The ECE496 Design Project is a capstone course for final-year engineering students, designed to enhance their technical, project management, and communication skills. As an ECE496 Administrator, you will play a vital role in guiding and assessing students through this experience, with a strong emphasis on engineering design and project management practices.

Key Responsibilities:

As an ECE496 Administrator, you will oversee a section of 10 to 12 capstone student teams , focusing on their project management and communication skills. Each team typically has 2-4 ECE students. Your role is to complement the supervisors, who are responsible for providing technical guidance and assessing students' technical contributions.

Your key responsibilities will include:

- Assessing project management practices: Evaluate project planning, scheduling, task distribution, and the timely completion of deliverables with an emphasis on industry-standard engineering design practices.
- Evaluating communication skills: Assess the quality of written and oral deliverables, including project proposals, final reports, stand-up meetings, group presentations, and the final Design Fair demonstrations.
- Hosting and facilitating meetings: Organize and lead online meetings with student teams, some of which may include their supervisors, ensuring effective communication and progress tracking.
- Providing constructive feedback: Deliver timely and actionable oral and written feedback to student teams. Written feedback will be provided through online evaluation forms and annotations on submitted deliverables, focusing on engineering design standards and best practices.

Qualifications:

- Must be a licensed Professional Engineer (P.Eng.) in Ontario and in good standing.
- Strong communication, assessment, and feedback skills.
- Industry experience in engineering design and project management is highly desirable.
- Experience in engineering education or a similar instructional role is an asset.

Additional Information:

- ECE496 projects cover a diverse range of engineering disciplines. While efforts will be made to assign teams based on your expertise, you may be required to oversee projects outside your primary technical field.
- This role is primarily focused on management and assessment rather than providing technical advice.
- Interested candidates are encouraged to apply by submitting an application **by May 23, 2025 at 11:59PM. Please submit your Cover Letter and CV along with this application form as one single PDF, with the following naming convention: "LastName, FirstName – ECE496 Application" to ugta.ece@utoronto.ca.**

Approximate Timeline

The role follows a 1.0 HCE (Half-Course Equivalent) teaching workload that is spread across 8 months (September–April), with most meetings held in the evenings (7-9 PM). The workload is not uniform—it fluctuates based on major deliverables, presentations, and the final Design Fair. An approximate Timeline is below.

Week 2 of September	– Meet Your Admin Session
Week 3 of September	– Draft Proposal Review
Week 4 of September	– Proposal Meetings
Week 1 of October	– Final Proposal Review
Week 2 of November	– Implementation Plan Review
Week 4 of November	– Interim Demo Review
Week 2 of January	– Design Review
Week 1-2 of February	– Oral Presentation Practice
Week 2-3 of February	– Oral Presentation Grading
Week 3 of March	– Final Report Review
Week 1 of April	– Design Fair
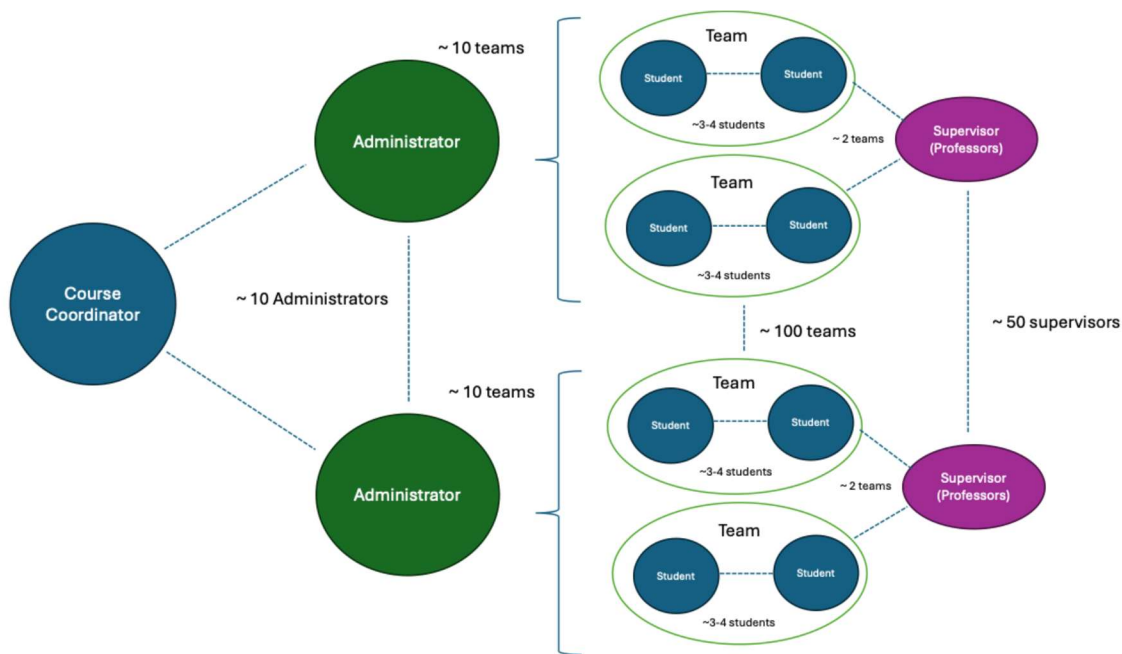
Course Coordinator Role:
- Manages policies, timelines, grading, and communicates expectations to all stakeholders.
- Ensures grading consistency, refines guidelines, and clarifies expectations.
- Oversees team formation, project approvals, and conflict resolution.
- Manages deadlines, grading, and ensures fair evaluations.
- Organizes the Design Fair, final evaluations, and award selections.
- Collects feedback, aligns with industry standards, and collaborates with APS490 & BME498.

Administrator Role:
- Ensures teams follow timelines, deliverables, and a structured design process.
- Guides teams in project management, scheduling, and task distribution.
- Focuses on process adherence and not technical project details.
- Provides feedback on reports, presentations, and demonstrations.
- Ensures grading consistency and flags non-contributing members.
- Coordinates meetings with supervisors and students.
- Evaluates final presentations and Design Fair projects.
- Assists in award selection and final assessments.
- Works with coordinator and administrators to refine guidelines.

Supervisor Role:
- Proposes projects that are aligned with industry or research needs.
- Assists students to define specifications and provides technical expertise.
- Holds regular meetings and provides feedback.
- Coordinates with administrators on project status.
- Assesses technical reports, presentations, and demonstrations.
- Evaluates final project implementation during Design Fair and provides timely grading input.