

KANSAS STATE

UNIVERSITY
College of Engineering

94th Engineering Open House
“Purple Today for a Green Tomorrow”

April 15-16, 2016
www.engg.k-state.edu/steelring

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Funding for Open House

Funding Sources

- I. **Engineering Student Council** has allocated about \$275 through SGA to each department.
- II. **Each department** has their own funds. Ask your department secretary for the allocated amount and acceptable usage. (Exact amounts may not be available until mid-March.)
- III. **Student Fundraising Projects**
 - a. Fundraising must involve an exchange of goods or services.
 - b. Solicitation of industry partners, telethons, and outright cash donations are not permitted.
- IV. No student shall contribute any out-of-pocket expenses. Donated supplies may be used in displays, provided that work has been performed on or research has been conducted on the donated item.

Each department has different processes for purchasing and reimbursement. Ask your department's secretary.

General Restrictions

- I. Purchases are to be made on campus whenever possible.
- II. No cash purchases should be made.
- III. Purchases of food for human consumption from Open House funds is not permitted. However, food products can be given away at the department's expense if approved by the University Safety Office.
- IV. The purchase of arms, ammunition, and pyrotechnics must be approved prior to the purchase by the department Open House Advisor, Craig Wanklyn, and the Assistant Vice President for Public Safety.
- V. Reimbursement of travel in a privately owned vehicle is not permitted.
- VI. Shipping charges for displays must be approved in advance by the Open House Advisor and Craig Wanklyn. Failure to follow this procedure will result in payment of shipping by the department involved.

Purchase Locations

When possible, the following items are to be purchased at the designated locations:

- Copies:** K-State Printing Services (Umberger Hall)
K-State Union (Copy Center)
- Supplies:** State Contract with Staples Online (Contact Cathleen Stotts in Rathbone 1046 for more information)
- Tools:** K-State Facilities Storeroom (Dykstra Hall)
- Chemicals:** K-State Chemistry Storeroom (King Hall)

Departmental Open House Stations

General

- I. Outstanding Department Awards will be given to 1st, 2nd, and 3rd places.
- II. Each department will select a theme that relates to the College of Engineering theme.
- III. In addition to the judged displays, each department is expected to create an inviting atmosphere that reflects the College of Engineering Open House theme and their department's open house theme.
- IV. All departments will submit a route to Steel Ring for approval. Any changes to this route must be approved by Steel Ring. The route may not be changed during open house.
- V. All people helping with open house, including display heads, should be dressed professionally. (A KSU or Student Group Polo is preferable)
- VI. If your department will be having a competition, let Steel Ring know as soon as possible.
- VII. All volunteers should wear name tags.

Safety Requirements

- I. No plastic sheeting, Visqueen, or other flammable plastics should be used for displays or for backdrops. It is a fire hazard.
- II. All paper used must be flame retardant. Paper or cardboard should be kept a minimum of one inch above the floor.
- III. Avoid using Styrofoam on display boards. It is flammable.
- IV. Displays that deal with food, flammable materials, or any hazardous materials must be checked by the Campus Safety Officer.
- V. Open flame should not be used unless approved by the Fire Marshall and proper permits have been acquired. Use of candles is prohibited.
- VI. Paper cannot be used as a partition from ceiling to floor. Wadded up paper cannot be used under any circumstances.
- VII. Do not cover any fire extinguishers, pull boxes, exit signs, emergency lights, smoke detectors, or sprinkler system.
- VIII. Combustible material used for displays on walls in corridors should not exceed more than 20% of wall space. Nothing should be placed in the stairways.
- IX. No exhibit shall restrict the hallways or obstruct exit ways. No ropes, boards, wires, chairs, tables or other objects which might create a hazard or obstruction to exiting of the building will be permitted.
- X. Any power cables, extension cables, etc. must be securely taped to floors or walls to avoid the creation of tripping hazards.
- XI. Exhibits will be dismantled and the building returned to normal condition within 24 hours after Open House.
- XII. Fire Marshall, Safety Chair, and the Rules Chair will check each display for compliance with the above safety rules.

Display Guidelines

- I. Each department should select one display to be judged for the Limited, Freshman/Sophomore, Curriculum, Children, and Graduate Display categories.
- II. Up to two Technical and two Open Class displays may be submitted to be judged.
- III. Steel Ring will provide signs to indicated judged displays. These displays must be displayed in a prominent location to facilitate judging.
- IV. Displays previously shown at K-State Engineering Open House will not be judged unless they have been updated and subsequently approved by Steel Ring.
- V. No packaged commercial systems or professional displays will be allowed as judged displays. Products donated by industry partners may not be a majority of the display.
- VI. Presentations of displays should be 2-3 minutes maximum.
- VII. Display Judging will be performed throughout the hours of Open House. Judges may review display areas more than once.
- VIII. All scores for the awards will be based on the guidelines shown on the score sheets, which can be found in this Rules Book.
- IX. In the event that these criteria fail to break a tie, judges will vote to break the tie.
- X. If the department has more than 2 Open Class or Technical Displays, they can submit abstracts for all displays and choose which ones will be judged before judging begins. If there is more than one display in the other categories, the display chosen to be judged must be labeled with sign provided by steel ring prior to judging.
- XI. Each department will submit one display to receive the Department Display Award. The judging process is up to the department, although Steel Ring recommends using professors as judges. Departments will give Steel Ring the winning display (title and names of participants) following Open House.
- XII. Awards will be announced at the Open House Banquet.

Judged Displays

- I. Curriculum Display
 - a. This display should highlight the curriculum for new students, provide an overview of the department, present degree options within the major, and describe what professionals in that field do.
 - b. Awards will be given for 1st, 2nd, and 3rd places.
- II. Limited Display
 - a. This display is meant to show an aspect of what each department does. It cannot include class work or a project judged for another competition. It should be created specifically for Open House. The display should be interactive and relate to the public.
 - b. Awards will be given for 1st, 2nd, and 3rd places.

- III. Freshman/Sophomore Display
 - a. This display is meant to show how freshman and sophomores are involved in each department. A freshman or sophomore is defined as someone in the first two years within the department. This display is expected to be less technical than other displays and show how younger students relate to their environment.
 - b. Awards will be given for 1st, 2nd, and 3rd places.
- IV. Open Class Display
 - a. This display must show an innovative idea, approach, or technology in engineering. It can be a class project, individual project, or an entry to a local, regional, or national competition or be created specifically for Open House.
 - b. This display includes a written portion that must explain how an aspect of their display relates to the patent process and effectively market and promote their idea/display.
 - c. Awards will be given to 1st, 2nd, and 3rd places.
 - d. The winner(s) will receive the Dave and Virginia Braun Innovation Award and a \$1,000 award split among display heads.
- V. Technical Display
 - a. Any display entered in the Open Class or Limited Class competition may also be entered in this category. Entries may be class, individual, senior, graduate, or any other projects that exclude faculty involvement (except as an advisor), or be created specifically for Open House. College of Engineering faculty members will judge these displays.
 - b. An abstract is required for judging.
 - c. Awards will be given to 1st, 2nd, and 3rd places.
- VI. Graduate Student Display
 - a. This display is meant to highlight the research taking place in the college by our Masters and PhD students. The display should focus on being engaging to the general public as well as highlighting the possible real-world applications of the research. It is understood that some graduate students conduct research that spans more than one department. For the sake of judging, the graduate student must choose what he/she considers to be their home department.
 - b. Awards will be given to 1st, 2nd, and 3rd places.
- VII. Children's Display
 - a. This display is to be an interactive display designed to interest children and inform them on an aspect of the department in a simple manner. The display should be aimed toward preschool and elementary aged children.
 - b. Awards will be given to 1st, 2nd, and 3rd places.

Friday Ceremonies

Overview

The opening ceremony will be held on Friday. A schedule will be released at a later date. Each department will provide a department display and give a performance highlighting their department.

Department Display

The department display can be anything that will promote and advertise your department throughout open house. It's intent should be communicated visually so that it does not need to be explained to visitors walking by throughout open house.

Display Requirements

- I. The display must fit into an area 6' wide, 5' deep, and 8' high. The displays will be in the atrium and Steel Ring will assign spaces to each department.
- II. The name of the department must be displayed prominently.
- III. Departments will have access to display locations beginning at 10:30 AM Friday April 15th. Displays must be in place and completed before the start of Open House on Friday, and remain intact until the end of Open House on Saturday. Displays must be removed within 24 hours of the close of Open House.
- IV. The display should showcase your department Open House theme and tie into the COE Open House theme.
- V. Someone from your department should man the display during Open House hours.
- VI. See judging sheets for additional requirements.

Performance

The performance can be anything; a skit, dance, chant, etc., it is up to the department.

Performance Requirements

- I. The performance must be 2 to 4 minutes.
- II. At least 15 people are to participate in the performance.
- III. Each department must announce the department and the department theme.
- IV. The performance must show what the department does, or what someone can expect to do with a degree from that department.

Awards

The yellow brick award will be given to the department that scores best in the display and performance. 1st and 2nd runner up awards will also be given.

Reports

Report headings must include report name, department, departmental chair(s), and the report date. All reports are due by 5:00 PM on the due date to emgar@ksu.edu.

Project Proposal Report

Due: December 7, 2015

Provide your *preliminary* department theme and the contact information for all departmental Open House Chairs.

Room Request Information & Layout Report

Due: December 7, 2015

Include a map or a list of room numbers in which your department will have displays. Rooms should be as close together as possible so guests will be able to easily visit all displays.

Department Report

Due: December 7, 2015

Compile a list of achievements your department has achieved over the past year. Use this to write a short paragraph [under 200 words] about the department's achievements. Include a briefing on the activities or competitions your department will be hosting during Open House. This will be used in the brochure to highlight the departments. Include a picture for the department, as well. This picture should NOT be a group picture, but rather something that represents the department, such as a few students at a competition. You will need your department head to sign off on this report before it is submitted to Steel Ring.

Progress Report

Due: February 8, 2016

Provide a list of displays in the judged categories for your department and the display heads of those displays. Provide a brief summary of your department's progress since the last report. This should include all information in the project proposal report updated with any changes/additions.

Progress Report

Due: March 28, 2016

This should include all the same information as the previous progress report updated with any changes made since then.

Preliminary Financial Report

Due: March 28, 2016

Provide your department's Open House budget and list the expenditures you have made to date. Also, note the source of all funds that are in your budget (ESC, departmental funds, fundraising projects, etc.) Be as specific as possible in noting both your expenditures and your sources. The report should be in Excel.

Written Display Portion Drafts

Due: March 28, 2016

Please provide drafts of the written portions of both the Technical and Open Class Displays.

Final Display Report

Due: April 11, 2016

Provide a list of all planned displays including title, display heads and a brief synopsis of each display. This will be used by the display judges. Also needed are the final drafts of the written portions of the Technical and Open Class Displays.

Final Layout and Route Report

Due: April 11, 2016

This should be a map of the rooms you have requested to use for Open House, detailing where each display and other activities are located. The route must be posted at the entrance to your department and will be used by display judges. Also provide a detailed summary of all safety concerns in your department and measures being taken to alleviate them.

Routing Helpers

Due: April 11, 2016

Provide contact information of the two students helping Steel Ring put up signs for your department. The routing helpers will need to meet Steel Ring Thursday night to get the routing signs and directions on placement around the department. Times and locations will be provided at a later date.

Department Display Award

Due: April 16, 2016

Each department needs to choose a display to win their department display award. Usually this is voted on by faculty. Provide the names of the display head(s) and the title of the winning display.

Sustainability Report

Due: April 17, 2016

The Sustainability Report should detail all actions taken during Open House preparation and Open House to reduce waste, conserve resources, or improve efficiency in regards to department displays. This report will go towards the Outstanding Department Award. The report should represent creative ways that department chairs and participants used to create appealing displays while also thinking sustainably.

Financial Report

Due: April 17, 2016

Provide your department's final Open House budget and list the expenditures you have made. Also, note the source of all funds that are in your budget. The report should note both your expenditures and your sources after Open House. This is an extension of the Preliminary Financial Report