




FACULTY ADVISOR – ROLE OF

Each TSGC DESIGN CHALLENGE team is **required** to have a faculty advisor to oversee team progress and advise the student team members throughout the semester. This is an easy requirement to fill since most teams are already enrolled in an organized course led by college or university faculty. Working with the DESIGN CHALLENGE may add additional “hats” to the faculty advisor’s already busy schedule.

HATS	EXPECTATIONS
FACULTY MEMBER	<ul style="list-style-type: none"> - Instructor of an organized course of study. - Assures the team is academically capable and prepared for the design project undertaken. - Considers ways to make the project a better fit with mentor’s expectations. - Helps direct the team’s report writing. - Verifies that design activity is the work of the student team members. - Insures the team makes contact with the mentor; talks with mentor to discuss scope. - Uses TDC performance as a significant portion of a course grade. - Attends TSGC DESIGN CHALLENGE SHOWCASE with the team – or designates someone from the team’s institution to attend on his/her behalf. 
PI – PRINCIPLE INVESTIGATOR	<ul style="list-style-type: none"> - Oversees team funding. - Sets up and advises team on the appropriate use of funds earned. - Instructs the team on departmental policies for making travel arrangements, use of private car, per diem, car rental, tax exemptions etc. - Insures that the team uses appropriated funds as intended. - Reinforces that teams should NOT use individual funds for team expenses. - Keeps track of funds earned by the team to avoid over spending. - Identifies an account within the department to support the team in the interim between award payments. - Submits invoice in a timely manner to TSGC for award earnings.
PROJECT MANAGER	<ul style="list-style-type: none"> - Helps the team focus on the technical aspects of the design topic. - Insures the team’s work meets expectations for the academic level/discipline. - Points out engineering errors and suggests solutions. - Helps the team stay-on-course as it moves toward meeting the requirements of the various CHALLENGE Levels. - Aids in interpreting reviewer comments and suggesting appropriateness for incorporation of reviewer recommendations. - Early contact insures mentor /“customer” expectations are understood.
LIAISON	<ul style="list-style-type: none"> - Insures that the team meets its responsibilities to TSGC. - Brings problems to the attention of TSGC. - Is aware of what the team is submitting to TSGC. - Sets up a method for insuring that the team meets objectives for completing Levels and Options Areas completely and on time. - Provides a program evaluation to TSGC each semester. - Offers suggestions for making the program more “user friendly” or in better alignment with the course curriculum.