



LEVEL I GUIDELINES

During the Program Milestone called Level I, a first-semester [Semester I] team’s research and design solutions will begin to take form; while a second-semester [Semester II] team advances work started the previous semester.



Semester I teams will communicate design project research and beginning direction with the submission of a *Formal Design Project Proposal* to TSGC. Second-semester teams will submit an update on how they propose to continue work on the project via submission of a *Summary of Work-in-Progress [SOW]*. **Submission will be via email to Debbie @ TSGC and to the team’s mentor.**

Specific guidelines for each requirement are available in the Design Team Notebook.

LEVEL I - DESIGN TEAM RESPONSIBILITIES / DELIVERABLES	
FIRST SEMESTER TEAMS	SECOND SEMESTER TEAMS
<ul style="list-style-type: none"> <input type="checkbox"/> Submit a formal design project <i>Proposal</i> that <ul style="list-style-type: none"> - Adheres to <i>Proposal Writing Guidelines</i> - Includes all sections, as listed. - Demonstrates contact made with mentor. - Indicates strategies for collaboration. - Illustrates research has begun. - States the design objective/specifications - Presents basic design plan / methodology. - Presents draft Timetable / Budget Plan. - Key Accomplishments to Date - Documents references & resources. 	<ul style="list-style-type: none"> <input type="checkbox"/> Submit a <i>Statement of Work in Progress</i> that: <ul style="list-style-type: none"> - Adheres to <i>SOW Guidelines</i> - Provides a project update that includes: <ul style="list-style-type: none"> - Overview of project technical details and results - Key Accomplishments to Date - Semester I trip/excursion overview - Semester I budget overview - Addresses objectives for continuation - Plans for testing / collecting data.
<ul style="list-style-type: none"> <input type="checkbox"/> Submit weekly <i>Tuesday-Tag Ups</i>. <input type="checkbox"/> Attachments to written report submission (<i>all submitted via email</i>) <ul style="list-style-type: none"> - Level I Checklist - Option Area reports. - Budget Report [required] for expenses incurred during this period [state zero if none apply]. - Travel & Expense Report documenting excursions taken this period w/ photos & cost receipts. <input type="checkbox"/> High-resolution digital photo [.jpg] or updated photo of the entire team AND “head shots” of individual team members. Label with team member names for ID purposes. 	
<p>LEVEL I DELIVERABLES (<i>submitted via email</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Formal Design Project Proposal [1st Semester] OR Summary of Work-in-Progress [2nd Semester] <input type="checkbox"/> Digital Photographs [.jpg] of the entire team. 	<p>DEADLINE</p> <p>Midnight by the Level I Deadline date specified in the “Semester Timetable”</p> <hr/> <p>\$\$ AWARD \$75.00</p>

NOTES AND RECOMMENDATIONS:

- Use the *Level I Checklist* as a requirements reminder and attach it with the *Level I* submission.
- Stay in contact the team’s mentor to ensure the team’s focus is headed in the right direction.
- Seek avenues outside the team for collaboration opportunities.
- Submit *Level I* deliverables via email to Debbie Mullins, [mullins@tsgc.utexas.edu] by the deadline. Email a copy to the team’s faculty advisor and mentor.
- To qualify for associated *Level I* award, all submissions must meet the satisfaction of TSGC.
- Additional resources to help guide the team through *Level I* requirements can be found in the web-based *Design Team Notebook*.
- Reviewer feedback will be provided within one week of receiving the proposal.