

7. INFORMATION FOR ALL UNDERGRADUATES

These Briefing Notes should be read in conjunction with those issued in the Michaelmas Term. Please retain them for the academic year 2011/12, as they contain information relevant to the Easter term as well as Lent. They are also available on the Undergraduate Teaching Homepages, as are most documents mentioned herein.

7.01 Term and Examination Dates

See Calendar of key dates.

NB Dates for specific IIA and IIB module exams will be available on the Examinations Noticeboard in the Inglis corridor and on the Teaching webpages from the division of the Lent Term.

7.02 Tripos Examinations Study Skills Session

A study skills session on 'Tripos examinations' will be held on Wednesday 14th March from 2.15 - 3.30 pm in LR4. The course is particularly useful to first-years, MIT students and incomers from other courses, but all are welcome to attend.

7.03 Transcripts

In July, the Department will issue College Tutorial Offices with a transcript for each student showing details of their performance over the academic year. These will be given to you by your Tutorial Offices or your Directors of Studies. Should you require a transcript before this time, or one for previous years, you should contact your Director of Studies or your College Tutorial Office not the CUED Teaching Office. (Note: Copies of this Departmental transcript are **not kept** by the Department.)

7.04 Design and Project Office

Drawing equipment and computer workstations and printers are available for private study except when there are timetabled classes or during periods when certain groups have priority. Normal operator hours are 8.45 am - 8.45 pm Mondays to Thursdays, and 8.45 am - 5.00 pm on Fridays, in Full Term. A programming advisor is available each afternoon, and users who have computing problems or suggestions are encouraged to take them to the advisor. Computer equipment problems should be reported to the operator on duty, either in person or by e-mail (operators@eng.cam.ac.uk).

As an experiment the overall ban on eating and drinking in the DPO is to be lifted for one year. We wish to encourage more flexible use of the DPO as a centre for student project work and academic interaction. Students will be permitted to eat and drink in the DPO provided they show appropriate consideration for the teaching, the equipment and their peers. It is hoped that students will regulate behaviour in the DPO among themselves.

If the experiment is a success, it is likely that the previous rule will be permanently abandoned. If the DPO becomes a mess, it will be necessary to reinstate the rule. This may happen even before the end of the experimental year.

In particular, it is inappropriate to eat or drink:

- * in a formal lab session (unless the lab leader and demonstrators give explicit permission);
- * in a crowded area (because of the spillage risk);
- * in a way that gets in the way of your neighbour;
- * in a unhygienic way (please use the wipes and handwash where appropriate);
- * in a way that leaves a mess (please always put stuff in the bins).

Please contact Richard Prager with any comments or observations on progress of the experiment.

7.05 Library

Please remember that any books borrowed over the Christmas Vacation **must be returned** to the Library by Thursday 19th January.

7.06 UROPs: Undergraduate Research Opportunities Summer 2012

UROPs are an excellent opportunity to participate in the University's internationally leading research activities and gives students the chance to consider research as a possible career.

UROPs usually involve a 10-week placement working with one of the University's research teams over the summer. The pay is £220 a week, and you can apply to any project you're interested in, regardless of its Engineering Area or Department of origin. The scheme is open to any Cambridge University undergraduate not in their final year. For Engineers, this means students in their first, second or third year unless you are planning to leave this summer.

A web page of background information, including the application procedure and a list of projects offered last year, is available from the Information for all students section of the Undergraduate Teaching Homepages. All students in years 1-3 will receive email notification when the initial list of projects offered for Summer 2012 is posted towards the end of this term, with further projects being added as staff propose them.

7.07 Voluntary Practical Coursework Sessions

Three different practical coursework sessions have been organised for those students who are interested:

(i) Engine Stripping & Rebuilding Sessions - For those who have never had the opportunity of dismantling and examining an internal combustion engine and wish to do so. Sessions for this activity take place in the Thermodynamics Lab and last from 9 am to 12 noon. Sessions have been scheduled on Monday 16th January, Tuesday 17th January, Wednesday 18th January, Thursday 15th March, Friday 16th March and Tuesday 24th April 2012. This activity is open to 1st-year undergraduates only.

(ii) Computer Build Project - This project involves working in a pair to construct a PC running Windows from scratch, in the following steps: putting the hardware together; partitioning a disk; installing the O/S; installing any special drivers needed; setting up network interfaces; installing basic mail and browser software. The Linux O/S is available to more advanced software users. Sessions for this activity take place in the Electrical and Information Engineering Teaching Lab (EIETL) and will last from 9 am to 1 pm (possibly continuing into the afternoon if necessary). Sessions have been scheduled on Monday 16th January, Thursday 15th March and Wednesday 25th April 2012. This activity is only open to 1st- and 2nd-year undergraduates.

(iii) Workshop Skills Sessions - This practical is open to ALL undergraduates and is based on the manufacture of a small oscillating air engine. The engine will consist of several parts, some of which will be supplied. You will be required to make the remaining parts and then assemble the engine. Manufacture will include turning, milling and drilling operations using workshop machine tools. Sessions for this activity take place in the Instrument Workshop (reached from the south-east corner of the DPO) and last from 9 am to 4 pm with an hour's break for lunch. A session has been scheduled on Friday 16th March 2012.

NB: 12 students can be accommodated at each session of each activity, and you should book on the booking sheets which will be posted in the locations where each activity takes place. Booking sheets for the sessions in January are already up. Booking sheets for the sessions in March and April will be posted (in the locations where each activity takes place on Thursday 23 February).

You are warned that a number of Colleges will be holding progress tests for their 1st year students on the afternoon of Tuesday 17 January or the morning of Wednesday 18 January. You should confirm your availability with your Director of Studies, BEFORE signing up for the sessions on these days.

IF YOU BOOK A SESSION AND THEN FIND YOU ARE UNABLE TO COME, PLEASE INFORM ONE OF THE FOLLOWING PEOPLE AT THE EARLIEST OPPORTUNITY:

- (i) Engine Stripping & Rebuilding: Dr Parks (tel. 48553, gtp@eng) / Mr Underwood (tel. 32692, mau20@eng)
- (ii) Computer Build Project: Dr Wilkinson (tel. 39709, tdw@eng)
- (iii) Workshop Skills Sessions: Dr Parks (tel. 48553, gtp@eng) / Mr Ross (tel. 32853, asr@eng)

7.08 Online Guide to Writing Skills

The attention of all students is drawn to the new online guide to writing skills at:

http://www.eng.cam.ac.uk/teaching/teachoff/study_skills/ReportWritingGuide/index.html.

This incorporates the existing advice on report writing, record keeping and plagiarism, introduced through IA Exposition. But the guide progresses to the much greater depth required by the time you complete your IIB project report. It will also be linked to any other guidance specific to particular report writing tasks, providing a one-stop shop on the Teaching Webpages for you to access throughout the Tripos. Feedback and any suggestions for improvements to the resource would be welcome - contact Dr Hugh Shercliff (hurs@eng).

7.09 World Theatre Show

An evening of linguistic and cultural entertainment is being planned for those willing to work in a team to use their imagination and ingenuity to solve an engineering problem (which each team sets for themselves). The solution is then communicated in the language you have been learning, in any form (playlet, lecture, seminar, song, poem, TV programme etc).

The 2012 "World Theatre Show" will take place on Thursday 9th February with preparations and rehearsals mid-late afternoon (with refreshments), 'Foods of the World' buffet at 7pm, and your 'performances' from 8-9.30pm. The best groups are rewarded by generous prizes (sponsored mainly by Schlumberger) between 9.30-10pm!

Express your interest to Lisa Morrow (lm43@eng) and watch the departmental notice boards (particularly in the Language Unit) for further information.

7.10 Industrial Qualification

The Industrial Experience Co-ordinator, Mr I Wowk, is available to discuss acceptance of experience already obtained and to provide assistance with finding suitable companies. His office is Room BC3-07 (Baker Building, Centre Wing), telephone (3)32778, email iw10000@eng.cam.ac.uk. Details of firms offering work experience are available via: <http://www.eng.cam.ac.uk/teaching/indexp>

Mr Wowk can be seen by appointment during office hours, which are as follows: Monday to Friday 8.30am to 5.00 pm.

For second and third-year students the deadline by which industrial experience must be completed and confirmatory documents submitted is **Wednesday 15th February 2012**.

7.11 Prizes and Scholarships

Details of prizes for coursework and project work are available on the web at:
<http://www.eng.cam.ac.uk/DesignOffice/prizes/>

Head of Department's Annual Design Competition

Prizes are offered for original engineering designs submitted by undergraduates on, or by, Friday 18th May 2012 to the Head of Department's secretary. "Engineering" will be interpreted in the widest sense, but designs arising out of departmental coursework will not be eligible, nor will designs undertaken as coursework or submitted for examination purposes elsewhere. Designs may be submitted as drawings, models, specifications or other descriptions and should be accompanied by a short (4-6 pages A4 typed) technical report (prepared for submission to "management") in support of the proposal. Up to three prizes will be awarded depending on the number and quality of the entries. The first prize is of value £150.

7.12 Arthur Shercliff Travel Scholarship 2012

The Arthur Shercliff Memorial Trust, which was established to promote technical visits abroad by undergraduates and graduate students, offers two scholarships, valued at £1250 each, one to be awarded in each of the Engineering Departments of Cambridge University and Warwick University.

Applications include a one-page proposal and budget for a technical visit together with a reference from an academic staff member, and will need to be made to the Head of Department early in the Lent Term. Further details and application forms are available for download from the General Information section of the Undergraduate Teaching Homepages:

<http://www.eng.cam.ac.uk/teaching/awards/ArthurShercliffHomepage.html>

Completed application forms, accompanied by a one-page proposal for the technical visit, together with a sealed reference from an academic staff member, should be sent to the Head of Department **by Friday 3rd February 2012**. A short-list of applicants will be called for interview, and awards will be announced by Friday 9th March.

7.13 Science and Engineering Ambassadors

Lent Term is Science Week term. Our big flagship event takes place on Saturday 17th March. If you only participate in one Outreach event this year, this is the event. Last year, over 2000 people attended our event, can you help make this year's Science on Saturday event even bigger?

The regular programme of Outreach events also runs in the Lent term. Typically, volunteers help small groups of young people in a 'design, build and test' activity, e.g. building a rocket launch pad. There is no set time commitment for volunteers; you can volunteer for as many or as few activities as fits in with your other interests and studies. A calendar of events can be found on the outreach website www.eng.cam.ac.uk/outreach/volunteers. Over 100 current undergraduates are registered as outreach volunteers.

All outreach volunteers become STEM (Science, Technology, Engineering and Maths) Ambassadors. This is part of a national programme to enhance young people's scientific and technical capabilities and raise awareness of the importance of these skills to society. If you are interested in taking part please contact the outreach officer (outreach-officer@eng). Further particulars can be found at:

7.14 Interested in Helping Children Learn?

If so, then STIMULUS (Science Technology Informatics and Mathematics Links between University and Schools) can arrange a school placement for you at a time in the week when you are available, and give you full training and support. Or you can help by answering their mathematics questions on-line. See <http://stimulus.ucam.org> and <http://stimulus.ucam.org/nask.html>. You can contact the STIMULUS project coordinator, Jenny Knights, Centre for Mathematical Sciences (stimulus@maths.cam.ac.uk).

7.15 Staff Student Joint Committee

Prof Richard Prager - Deputy Head of Department (Teaching) - **Chair**
Dr Hugh Shercliff - Director of Undergraduate Education - **Secretary**
Ms Madeline McKerchar - Secretary of Faculty Board, Teaching, Examinations and Coursework Committees
Dr Graham McShane (until December 2013)
Mr Allan McRobie (until December 2012)

First-Year Representatives

Leo Impett	JN	li222	SSJC Website Manager, CUED Library Com Rep (ugrad)
Chris Owers	CAI	co321	SSJC Lab Feedback Coordinator
Zeyi Lee	HH	zl291	Freshers' Guide

Second-Year Representatives

James Brind	PET	jb793	Project Expo Organiser
Henriette Gamatter	N	hg323	Booksale Organiser
Kee Chong Tan	CAI	kct27	Freshers' Guide

Third-Year Representatives

Paraic Chung	PEM	pc413	Booksale Organiser
Michael Fallows	PEM	mf420	SSJC Noticeboard Manager
Mark Robinson	Q	mpr3	Study Skills Session Organiser, SSJC Lab Feedback Coordinator, CUED Environment Committee Rep

Fourth-Year Representatives

Joe Bristow	EM	jwb46	CUED Safety Committee Rep
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Graduate Representatives

Heba Bevan	JE	hy245	Project Expo Organiser
Abhinav Prasad	Q	ap676	CUED Library Committee Rep (grad) & CUED Environment Committee Rep
Julian Tan	CL	jlyt2	Study Skills Session Organiser

CUES Representative

Jamie Radford	Q	jfr29	
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Faculty Board Representatives

Leo Impett	JN	li222	- Part I
Mark Robinson	PEM	mpr3	- Part II
Heba Bevan	JE	hy245	- Graduate

There is an SSJC notice board in the corridor of the Inglis Building Minutes and details of the rôles of the members of the SSJC can be found on the SSJC Web page and the SSJC Homepage (via the CUED Undergraduate Teaching home pages).

If there is anything you would like the SSJC to discuss, please contact any member of the Committee or email the secretary directly (hrs@eng). You may also send a message to the SSJC through the Fast Feedback Facility. The next meeting of the SSJC will be held on Monday 30th January at 1.00pm.

7.16 Computerized Survey and Best Lecturer Award

The web-based survey for years 1-3 will be open until the end of the Easter term 2012. Students are able to update their survey entries at any point while the survey is running. If a question is answered and then, at a later point in the year, the answer is changed, only the later response will count.

To use the survey system from a machine in the DPO either (i) type "survey" at the teaching system prompt, or (ii) click on the "survey" icon on the desktop, or (iii) from within a web browser click on the "online survey" link on the CUED Local Web Page. Option (iii) also allows you to use the survey system from elsewhere in Cambridge (e.g. from your College).

Answers to the survey questions will be kept completely anonymous and no reference to the computer user will be made in any output from the survey program.

Please remember to do the survey. This is your chance to let us know how you feel about the course, and we take the results very seriously. Surveys provide valuable feedback for lecturers, which helps us to improve the course. If you have any problems with the survey, please contact Dr Hugh Shercliff (hrs@eng).

For years 1-3, lecturers sometimes also issue a short questionnaire during lectures to obtain some running feedback on how their courses are going. Part IIA students also have their own survey and Fast Feedback facility for supervisions.

Students in years 1-4 are also encouraged to vote online for their Best Lecturer – link available on the Teaching web pages or direct from the Survey.

7.17 Fast Feedback Facility

The Fast Feedback Facility can be used to send rapid messages to warn teaching staff of problems as they arise (or to complement teaching staff on a job well done!). These messages are automatically anonymised (email addresses are hidden). In order for the system to work, it is necessary to specify the general topic area of each feedback comment using the menus at the top of the comment window. Note that all Fast Feedback traffic is monitored (before anonymisation) by Dr Hugh Shercliff in the Teaching Office.

To use the Fast Feedback Facility from a machine in the DPO either (i) type "feedback" at the teaching system prompt, or (ii) click on the "Fast Feedback" icon on the desktop, or (iii) from within a web browser click on the "fast feedback" link on the CUED Local Web Page. Option (iii) also allows you to use the Fast Feedback Facility from elsewhere in Cambridge (e.g. from your College). Options (i) or (ii) will be quicker if you are using a machine in the DPO. If you have any problems with the Fast Feedback Facility, please contact Dr Hugh Shercliff (hrs@eng).

7.18 Cycles on the Premises

All cycles that are either not in sound working order or have not been in use for a considerable period of time will be removed from the Engineering Department racks at the end of each term. The equipment will be stored for 4 months. Any bicycle not claimed during this period will be scrapped.

7.19 The Teaching Office

Students with problems arising out of teaching are welcome to contact the Teaching Office:

Prof Richard Prager	Deputy Head of Department (Teaching)	rwp@eng	
Dr Hugh Shercliff	Director of Undergraduate Education	hrs@eng	
Madeline McKerchar	Teaching and Examinations Co-ordinator, Secretary to the Faculty Board	mjm61@eng	
Mary Wilby	Teaching Office Senior Administrator	melw2@eng	} teaching-office@eng
Joanne Roberts	Administrator (Examinations, Faculty Board and Room Bookings)	jm367@eng	
Tricia Cooper	Teaching Office Administrative Assistant	pmc47@eng	

CUED Undergraduate Homepage: <http://www.eng.cam.ac.uk/teaching>