

Roles and Responsibilities of Project Supervisors

Introduction

The Bioengineering design capstone projects are two-semester projects spanning two semesters. These projects are carried out in groups of 3 to 4 students- this number may vary under exceptional circumstances with approval of instructor.

Projects with external supervisors

External supervisors are project supervisors who are not from McGill Engineering. They typically submit a project proposal, define the deliverables and requirements, and meet regularly with the students during the project development for design feedback sessions.

The responsibilities of external supervisors include:

- Meeting regularly with and giving timely feedback on design to the students.
- Reading and giving timely feedback on course deliverables (progress reports, final report drafts, presentation drafts).
- Grading specific project deliverables:
 - For the first semester of the project: the final presentation, which is a 20-minute presentation followed by a 10-minute Q&A period. The supervisor or a qualified delegate must be present for this presentation, which will be scheduled typically during a 2-week period towards the end of the semester (exact dates vary by semester), in consultation with the supervisor.
 - For the second semester: a poster presentation. A poster session with all projects in a given semester is organized, typically during an afternoon close to the end of classes (the exact date is determined at the beginning of each semester). The supervisor or a qualified delegate should be present for a portion of this poster session to evaluate the projects he/she is supervising.
 - For both semesters: the final report. It is important to note that the grades for the report must be returned to the course instructors within one week of submission of the report by the students. The report submission date is typically the last day of classes in any given semester.

Projects with an external supervisor are typically also assigned an *internal supervisor*, who is a McGill Engineering professor, and whose role is additionally:

- To ensure that the project conforms to the course objectives, and indeed represents a substantial design experience.
- To ensure that the students follow a well-defined design methodology and properly report on this methodology.
- To act as an additional technical resource to students.
- Similarly, to the external supervisor, to read and give timely feedback on course deliverables and to grade specific project deliverables (see details above).

Projects without external supervisor

In this case, a McGill Engineering professor will act as both the external and internal instructor, and will cumulate the roles, as defined above.