

**KANSAS STATE**  

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**UNIVERSITY®**  
**College of Engineering**

95<sup>th</sup> Engineering Open House  
*“Engineered to Inspire”*

March 31 - April 1, 2016  
[www.engg.k-state.edu/steelring](http://www.engg.k-state.edu/steelring)

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## Funding for Open House

### Funding Sources

- I. **Engineering Student Council** has allocated about \$200 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 early-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. Any corporate display outside of the department (i.e. engineering atrium, outside, etc.) will be a College of Engineering Corporate Donor. Departments may not have companies/equipment setup outside of buildings without approval of Steel Ring.
- V. 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 is not permitted.
- V. Reimbursement of travel in a privately owned vehicle is not permitted.
- VI. Shipping charges for displays must be approved in advance by the department Open House Advisor and Steel Ring Advisor. 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:** K-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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places.
- II. Each department will select a theme that relates to the College of Engineering theme "Engineered to Inspire".
- 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 K-State 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, non flame retardant Visqueen or other combustible 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 combustible and creates noxious smoke while burning.
- IV. Displays that deal with food, flammable materials, or any hazardous materials must be checked by the Campus Safety Officer and Fire Marshal.
- 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 Marshal, 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 Curriculum and Careers, Interactive, Innovation, Technical, Graduate, and Children's Display categories.
- II. Steel Ring will provide signs to indicated judged displays. These displays must be displayed in a prominent location to facilitate judging.
- III. Displays previously shown at K-State Engineering Open House will not be judged unless they have been updated and subsequently approved by Steel Ring.
- IV. 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.
- V. Presentations of displays should be 2-3 minutes maximum except for the Innovation, Technical, and Graduate displays. You can find their respective presentation time requirements in the judging sheets.
- VI. Display Judging will be performed throughout the hours of Open House. Judges may review display areas more than once.
- VII. All scores for the awards will be based on the guidelines shown on the judging sheets.
- VIII. In the event that these criteria fail to break a tie, judges will vote to break the tie.
- IX. Up to two displays may be submitted for the Innovation, Technical, and Graduate Displays to be judged. There is, however, no limit to the number of non-judged displays allowed.
- X. A display can only be submitted to be judged for one display category, no matter the display type. There will be no displays judged for multiple categories.
- 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 faculty as judges. Departments will give Steel Ring the winning display (title and names of participants) following Open House by 5 p.m. on Saturday, April 1.
- XII. Awards will be announced at the College of Engineering Leadership Banquet on Tuesday, April 4, 2017.

## Judged Displays

- I. Curriculum and Careers Display
  - a. This display should highlight the following:
    - i. curriculum (from introductory classes to technical electives)
    - ii. an overview of the department (sub disciplines/degree options)
    - iii. activity involvement
    - iv. career paths
  - b. Must be created and presented by underclassmen (freshmen and sophomores)
  - c. It is strongly recommended that information not be presented in purely a block text format. Visuals and creativity should support the content.
  - d. Awards will be given for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places. 1<sup>st</sup> place recipients will split a \$500 scholarship.

## II. Interactive Display

- a. This display must be interactive with the audience and inform them of what the department does.
- b. This display will be judged on how well the display interaction enhances the learning of the material. It cannot include class work or projects judged for another competition. It should be created specifically for Open House.
- c. Awards will be given for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places. 1<sup>st</sup> place recipients will split a \$500 scholarship.

## III. Innovation 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. A Project Summary must be submitted in addition to the display. A special feature of this summary is a written portion that must explain how an aspect of their display relates to the patent process or a description of the patent process. This is turned in separately. The project summary must be made available at the display while the display is being judged.
- c. If innovation display work is based off of a design team project, the display material must cover a design aspect that changes from year to year.
- d. Will specifically be judged on uniqueness of idea/innovation.
- e. Up to two displays can be judged per department.
- f. Awards will be given to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places.
- g. The winner(s) will receive the Dave and Virginia Braun Innovation Award and a \$1,000 award split among display heads.

## IV. Technical Display

- a. This display must show technical work done by an undergraduate (or group work) within the department.
- b. This display must be created by an undergraduate. Work is allowed to be done in collaboration with a graduate but the displayed work should highlight the work done by the undergraduate. Some examples of projects allowed for this display include individual or class/group projects, undergraduate research, and design teams.
- c. If technical display work is based off of a design team project, the display material must cover a design aspect that changes from year to year.
- d. A Project Summary is required for judging. It is not required to be available at the display while the display is being judged.
- e. Up to two displays can be judged per department.
- f. College of Engineering faculty members will judge these displays.
- g. Awards will be given to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places. 1<sup>st</sup> place recipients will split a \$500 scholarship.

V. 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. A Project Summary is required for judging. It is required to be available at the display while being judged.
- c. Up to two displays can be judged per department.
- d. Awards will be given to 1<sup>st</sup> (\$300), 2<sup>nd</sup> (\$200), and 3<sup>rd</sup> (\$100) places.

VI. 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. Since this display will be handled by children, safety is the highest priority.
- c. Awards will be given to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places. 1<sup>st</sup> place recipients will split a \$500 scholarship.

## Friday Ceremonies

### Overview

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

### Atrium Display

The atrium display should capture the interest of visitors and showcase a general overview of what the department does. It should incorporate the department's theme.

### 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 March 31<sup>st</sup>. 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. Someone from your department should be present at the display during Open House hours.
- V. See judging sheets for additional requirements.
- VI. Awards will be given to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places. 1<sup>st</sup> place recipients will split a \$500 scholarship.

### 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. 1<sup>st</sup> and 2<sup>nd</sup> 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 [krbarnes@ksu.edu](mailto:krbarnes@ksu.edu).

If any changes are made to a report after the due date, please resubmit them with the updated information.

### Department Theme/Information Report

Due: December 9, 2016

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

### Room Request Information & Layout Report

Due: December 9, 2016

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 9, 2016

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.

### Display Information

Due: January 27, 2017

Complete the Display Form, listing display title and display head for each of the judged categories. If you have made any changes to your Project Proposal, please re-submit it with those changes.

### Progress Report

Due: February 24, 2017

Submit updates on progress for your displays. Include any details that have changed from previous reports. This also includes any progress on construction.

### Script for Friday's Performance

Due: March 16, 2017

Submit a rough draft of the script for the performance that will be performed for Friday's Ceremonies. This should include a description of the overall objective of the performance, roles of individuals participating, and materials needed for the performance.

### Preliminary Financial Report

Due: March 16, 2017

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.

### Final Display Report

Due: March 28, 2017

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: March 28, 2017

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.

### Department Display Award

Due: April 1, 2017

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.

### Financial Report

Due: April 2, 2017

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.