397 IPRO Classes

Fall 2017 IPRO Reference Guide

igroups.iit.edu

- Emailing and file sharing portal
- User name is your complete @hawk email address: name@hawk.iit.edu
- Default password is your [name]: i.e., all characters before @hawk.iit.edu

IPRO Team Supplies

Some teams will need prototype supplies and other materials to support their IPRO project of the semester. Here is how the IPRO office can help with acquiring supplies

1. A team should **FIRST** check with the Idea Shop (ideashop@iit.edu) to check if an item you need is in our inventory (this includes building supplies, electronics, cool technology, etc). You can also visit the physical Idea Shop located in the bottom of the Tower basement if you want to check out inventory in person.
2. If the Idea Shop does not have the supplies you need (and you **MUST** check with them first), you may purchase any necessary supplies up to a total budget calculated at **$30/student/team** [e.g., a 5 member team has a $150 budget].
3. Students are responsible to first check with the idea shop for any available supplies, if a team purchases supplies with their own money and it turns out that they did not check with the idea shop first, they will not be reimbursed for their purchase.

Supplies are meant for reasonable and appropriate items or activities that directly support accomplishment of the project’s goals – e.g. to produce a working prototype (tangible or digital) or to test out a concept that may be more service oriented. The reimbursement form can be found at ipro.iit.edu/students

Last day to submit reimbursement form: **December 1st**

**Prohibited purchase items:** alcohol, guns or other weapons, potentially hazardous or offensive materials, gift cards, business cards, outsourcing your project, and airfare.

**Restricted purchase list:** food, clothing (this includes t-shirt printing) and live animals (fish included) are on a restricted purchase list, if you have a unique request like these, please contact the IPRO office so we can assist.

**IPRO Project Portfolio – Due at the end of the semester - Friday December 1st**
https://goo.gl/forms/Fr3eyRmw3s4Vdgch1

In order to demonstrate through specific stories and examples how YOU (not your team mates) improved at / successfully accomplished the IPRO learning goals during your project we are asking every team (or subteam) to fill out a project portfolio form at the end of the semester. This assignment is required and will be a part of your final grade.
NEW! - 5 minute video presentations (397 ONLY)

What: End of semester video presentation
Where: TBD
When: November 21st – December 2nd (specific timeslots TBD)

Your team video should tell your project story. The touch points should reflect the information you provide in the end of semester portfolio for your team. Teams may want to include using a powerpoint, prototypes, posters, videos and other multi-media elements in their video. Students should craft their presentations in a style similar to a TedTalk. The goal of the video is to help teams tell and archive their IPRO story as well as increase the exposure their projects get by making the content digital. Once the videos are produced we will connect teams with Chicago area professional to provide feedback and critique. Do not worry about video and editing skills, we will have a production team dedicated to helping you to set up and record your video, what the team needs to focus on is crafting and articulating their IPRO project.

You can use the project portfolio questions as a preliminary framework for your presentations if you don’t know where to start.

IPRO 397 General Deadlines and Event Dates
October 9th: Fall Break (no classes)
October 10th-20th: Midterm Reviews (Scheduled by Instructor)
November 13th-December 1st: Producing your team’s 3-5 minute presentation video
November 21st – December 2nd: Final Presentations (scheduled by instructor)
December 1st: Team portfolio submission is due
December 1st: Last day to submit receipts and fill out reimbursement form

IPRO and Idea Shop Support
IPRO Office is located on the 7th floor of the Tower
IdeaShop is located in the basement of the Tower
Jeremy Alexis, IPRO Academic Director (alexis@id.iit.edu)
Tom Jacobius, IPRO Operations Director (jacobius@iit.edu or 312.567.3986)
Rima Kuprys, IPRO Program Coordinator (rkuprys@iit.edu or 312.567.3448)
Tiffini Tobiasson, IPRO Program student assistant (ipro@iit.edu)
Patrick Karnia, Idea Shop Prototyping Lab Manager (pkarnia@iit.edu or 312.567.3387)