

Spring 2018 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 visit the physical Idea Shop located in the bottom of the Tower basement to check 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., 5 member team has \$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.
4. To be reimbursed for a purchase you need to
 - i. fill out this online form - <https://goo.gl/forms/7JrBZZ8SVgNtdI9v1>
 - ii. submit a VALID receipt with your name and IPRO # written on it (items purchased in-store need a receipt in its original form - NO PHOTOCOPIES)

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. **Prohibited purchases:** alcohol, guns/weapons, hazardous or offensive materials, gift cards, business cards, outsourcing your project, and airfare. **Restricted purchases:** food, clothing (this includes t-shirt printing) and live animals (fish included), if you have a unique request like these, please contact the IPRO office so we can assist.

Last day to submit reimbursement form: **Friday May 4th**

397 TEAMS ONLY - 5 minute video presentations

What: End of semester video presentation

Where: Stuart Building - Digital Learning Office

When: April 21st – April 27th (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. 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.

497 TEAMS - ONLY - IPRO Day

What: End of semester show where IPRO teams showcase their project

Where: Hermann Hall

When: Friday, April 20th, 10am-2pm

An IPRO Day exhibit may include prototypes, posters, videos and other multi-media elements, and other creative interaction methods as appropriate. Professionals from the Chicago area serve as judges or are invited as guests to visit exhibits and offer IPRO teams an opportunity to share their methods and project outcomes.

PDF Poster Submission for Printing (due Thursday April 12th – 5pm)

IPRO Teams can create **ONE 24 x 36 poster** for their IPRO Projects Day Exhibit. You can download a poster template from ipro.iit.edu/students to help create your poster.

IPRO Day poster PDF files need to be uploaded via the IPRO Manager App found at <http://ipromanager.ideashop-iit.org/> (use your MyIIT email and password to login).

Exhibiting at IPRO Day

We will provide **one six-foot table** per team to display their poster and prototype.

If you need a setup different than one six-foot table, please let us know.

IPRO Day Schedule

10am-12pm: Exhibit Judging Session and Project Show:

Exhibition IPRO Teams will have their work evaluated by invited judges and viewed by guests

12:30pm: IPRO Day Awards Announcement and Closing Remarks

IPRO General Deadlines and Event Dates

January 15th: MLK jr Day (no classes)

February 26th - March 9th: Midterm Reviews (Scheduled by Instructor)

March 12-16: Spring Break

April 12th (Thursday): Poster PDF File(s) due (assure that instructor reviews/approves)

April 16th - May 4th: Final presentations and project closure

May 4th: Last day to submit receipts and fill out reimbursement form

397 Team Specific

April 21st – April 27th (specific timeslots TBD) 5 minute video presentations

497 Team Specific

April 6th: Deadline for 497 to notify IPRO office about unique IPRO Day setup needs.

April 20th (Friday): **IPRO Day!** (10 am to 2 pm @ Hermann Hall)

IPRO and Idea Shop Support

IPRO Office is located in the Tower, 7th floor / IdeaShop is located in the Tower basement

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)