

## Spring 2019 IPRO Reference Guide

### IPRO Team Supplies + Reimbursement

Some teams will need prototype supplies and other materials to support their IPRO project for the semester. The IPRO Office is able to reimburse for reasonable and appropriate items or activities that directly support accomplishing 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. Here is how the IPRO office can help with acquiring supplies

1. A team should FIRST check with the IdeaShop to see if we have any item(s) in our inventory. If you purchase an item we already have in the ideashop we will not provide reimbursement.
2. For team supplies that are not in ideashop inventory, teams have a budget of \$30/student/team [e.g., 5 member team has \$150 budget].
3. Students are responsible for managing their team budget.
4. To be reimbursed for a purchase - fill out the reimbursement form and submit receipts:

*i. fill out the form linked below and bring it to the IPRO office.*

Student reimbursement form - fill out your personal information at the top, the address is the location you want the reimbursement check sent to - we will complete the rest based on receipt(s) you submit:

<https://web.iit.edu/sites/web/files/departments/accounts-payable/pdfs/check-request.xls>

Faculty reimbursement form - fill out your personal information at the the top, item description/date/amount, special instruction box: justification for the purchase, and sign the lower left certification box: [https://web.iit.edu/sites/web/files/departments/controller/pdfs/ap\\_tear\\_form\\_2019.xls](https://web.iit.edu/sites/web/files/departments/controller/pdfs/ap_tear_form_2019.xls)

*ii. submit an official receipt* with your name and IPRO # written on it (items purchased in-store need a receipt in its original form - no photocopies.) Bring your receipts with your signed form to the IPRO Office. Handwritten receipts will not be accepted. Please note: Reimbursement can take a couple weeks to process since everything has to go through the IIT accounting office.

Prohibited items: alcohol, guns/weapons, hazardous/offensive material, outsourcing your project, airfare

Restricted purchases: food, clothing (this includes t-shirt printing), travel (incl. mileage) 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 forms and receipts: Friday, May 10th.

### IPRO Day

Friday - April 26th, 2019 10am-12:30pm

IPRO Day is the end of semester showcase where IPRO teams present their final projects. An IPRO Day exhibit may include prototypes, print media, videos, other multi-media elements, and other creative interaction methods as appropriate. Professionals from the Chicago area serve as judges to visit exhibits and offer IPRO teams an opportunity to share their methods and project outcomes. This semester IPRO Day will take on a career-centered approach. The goal is for IPRO teams to use IPRO day as a preparation for how they might talk about their project and IPRO experience in a job interview, grad school application or other future career endeavor. The teams will need to

1. to provide an overview of their project to the judges
2. use the STAR (situation, task, action, result) framework to highlight each of the IPRO learning goals: Communication, Ethics, Teamwork, Process, and Project Management. Students will be randomly selected by the judges to share their experience about a particular learning goal with the intention that (similar to a job interview) they will not know which questions they will be asked.

Considering this new framework students should consider the importance of a tangible prototype (over a static poster) to help articulate the value of their experience.

## IPRO and Idea Shop Support

[ipro@iit.edu](mailto:ipro@iit.edu) - general ipro inquiries

[ideashop@iit.edu](mailto:ideashop@iit.edu) - general idea shop inquiries

Jeremy Alexis [alexis@id.iit.edu](mailto:alexis@id.iit.edu)

Director, IPRO Program & Senior Lecturer, Institute of Design

Limia Shunia [mail@limiashunia.com](mailto:mail@limiashunia.com)

Senior IPRO Instructional Designer & Instructor, Institute of Design

Tom Jacobius [jacobius@iit.edu](mailto:jacobius@iit.edu)

Director, IPRO Operations & External Relations (Focus on the Faculty Experience)

Rima Kuprys [rkuprys@iit.edu](mailto:rkuprys@iit.edu)

IPRO Program Coordinator; Idea Shop Manager (Focus on the Student Experience)

Patrick Karnia [pkarnia@iit.edu](mailto:pkarnia@iit.edu)

Idea Shop Prototyping Lab Manager

## Important Dates

IPRO Teambuilding:	January 14 – 18 by instructor
<i>Martin Luther King, Jr. Day:</i>	January 21
<i>Last Day to Drop/Add a Course:</i>	January 26
IPRO Ethics Module:	During semester as scheduled by instructor
Mid-Term, Course Evals & Peer Review:	March 4 – March 15 (scheduled by instructor)
<i>Midterm Grades Due:</i>	March 15 (faculty should submit/offer feedback)
<i>Spring Break:</i>	<i>March 18 – 22</i>
<i>Fall 2019 IPRO Schedule Published:</i>	March 25 (Fall registration begins April 8)
IPRO Day Exhibit Application Filing Deadline:	April 5 (tentative)
IPRO Day Innovation Showcase:	April 26 (10 am to 12:30 pm)
IPRO Final Presentations:	April 22 – May 3 (scheduled by instructor)
Project Closure, Course Evaluations & Peer Review:	April 29 – May 3 (last week of classes)