

The document that follows, "IAC Program Student Guidelines, July, 2003" was prepared by the Field Manager, located at the Center for Advanced Energy Systems, Rutgers, The State University of New Jersey, Piscataway, New Jersey (<http://caes.rutgers.edu>). It is made available here with the disclaimer that it may not be current and that important change from what is written here might occur at any time. (1/8/2004)

IAC Program Student Guidelines

July, 2003

The following guidelines are designed to assist IAC directors and professional staff in the high priority task of ensuring that IAC students achieve a positive, safe, and high quality educational experience while participating in the IAC program. Furthermore, they provide a mutual basis for student/director understanding of student involvement and responsibilities.

1 Student training

- 1.1 All students must be trained on safety aspects of industrial assessments prior to being involved in any on-site assessment.
 - Students must be well trained on the use of personal protective equipment;
 - Students must be made to realize that they are responsible for their own safety.
- 1.2 All students must be formally trained in the proper use of equipment and instrumentation which they will be employing during an assessment prior to going on that assessment.
- 1.3 All students must be briefed on the national IAC program and the role they play in the mission of the program
- 1.4 All students must be briefed on EERE, Best Practices, and the suite of Best Practice tools.
- 1.5 Students should be made aware of the information available in the IAC database and how to access and utilize this data.

2 Student Utilization

- 2.1 Students should participate in and contribute too most, if not all, functions within a center.
- 2.2 Student personnel should be involved in scheduling, assigning and meeting deadlines; and should also be involved in tracking performance of the center.
- 2.3 Students should routinely interface with the IAC database as part of their assignments.
- 2.4 Students should be responsible for maintaining a local IAC website.
- 2.5 Student roles in individual assessments
 - A “student team leader” should be assigned for each assessment.
 - Each team should have a student safety officer assigned for each assessment.
 - The names of students present during the site visit and their roles should be made clear to the client and included in the assessment report

3 Student Program Integration

- 3.1 Each center will appoint a Lead Student who will be the direct contact between the students and the national program. Duties include:
 - Attending a yearly meeting of Lead Students

- Disseminating necessary information to other center students.
 - Participating in other national data calls or efforts such as membership on the Student Advisory Committee
- 3.2 Newly hired students are required to immediately sign in with the Student Website (located at <http://www.iacforum.org>).
- 3.3 Center students should be made aware of the student advisory committee and the role it plays in the larger context of the IAC on a national level.
- 3.4 Students should be briefed on and encouraged to use all aspects of the Student Forum Website
- 3.5 Upon leaving the center, students are required to take the exit interview located on the student website. Center directors are responsible for compliance with this guideline.

4 Student Experience

- 4.1 Students should normally not specialize in any technologies or systems but should be well rounded in their skills sets
- 4.2 Students may be hired at any point in their education, but tasks should be carefully assigned to match their current qualifications
- 4.3 In the context of the IAC as part of a larger engineering education process,
- Students should be encouraged to take appropriate technical electives.
 - Specifying an engineering course as a prerequisite for IAC employment is allowed.
 - Any course which includes IAC assessments as part of their curriculum must be approved by the DOE
- 4.4 Wherever possible, IAC center activities should be integrated within the greater engineering curriculum.
- 4.5 The quality of the student experience be evaluated and included within center ranking criteria.
- 4.6 Students are expected to be making satisfactory progress toward there chosen degree throughout their work with the IAC
- No student on academic probation may be employed within the program

5 Employment

- 5.1 All students participating in assessment site visits must be at least 18 years old and employees of the university
- 5.2 Undergraduate students should be paid at or near the high end of the typical hourly rates at any particular university.
- 5.3 Graduate students should be supported with full assistantships whenever possible.
- 5.4 Centers should have at least six students on payroll at any one time with at least three undergraduates.
- 5.5 Students normally will be matriculated into an ABET accredited department.
- 5.6 Students involved for special circumstances can come from other departments such as business or communications.