

ETM

Graduate Student Assistant Orientation

Fall 2014

Agenda

- Introductions
- GSA course related responsibilities and advice
- ETM Projects
- ETM Resources

Introductions



Getting more Information

- GSA roles and responsibilities
- Before the 1st Class
- During the 1st Class
- During the term
- The End of the Term
- Other responsibilities

Before the First Week

- Contacting the Professor and/or Project Leader
- Setting up Desire2Learn (D2L) Learning Management System if instructor wants to use it
- Making sure that TA gets access
 - Instructor needs to add you to the class
- Contacting Shawn Wall if needed
- Preparing and uploading the course materials

Before the First Class

- Preparing the class roster
- Making copies of syllabus and first week notes
 - Later notes are typically distributed electronically in some form to reduce cost to students
- Check to see if course textbook(s) is available through PSU Library e-book
- Checking the classroom
 - Preparing projector and computer equipment as needed
 - Be familiar with computer equipment in the classroom
 - VGA cable may be needed to connect projector with a laptop



During the First Class

- Updating the class roster
- Gathering students information such as phone number, e-mails
- Helping students getting their odin/D2L accounts
 - Remind students to check/forward/pull their pdx.edu (odin) email
- Sending the class roster after the 2nd week of the term to Lead GSA

During the Term

- Collecting Academic Honesty Document
 - Distributing Academic Honesty Document information package to student
 - Collecting the form from all students
 - Filing the form in the white folder located at Shawn's Office
(in alphabetical order of last names)
- Grading assignment(s) according to assignment grading guidelines
- Office hours/meeting with students as needed
- Collecting handout payment (if needed)
- Providing feedback to the professor

The End of the Term

- Collecting all final projects in electronic form and submitting them to project@etm.pdx.edu
- Class/Peer evaluation
- Team participation
- Report to professor
- Course evaluation
 - Bringing the evaluation form to the class in the last week of every term
 - Converting evaluation information into spreadsheet (contacting office assistant for excel file)



Miscellaneous

- Helping with announcements such as the ETM Potluck, seminars, commencement day, etc.
 - Potluck –November 1st, (date/place TBA)
- Seminar series – Friday, 15:15-16:20 pm.
- Providing assistance to the professor in
 - Preparing class materials,
 - Collecting data, etc.
 - Research materials

ETM Projects

- Industry Relations
- Student Projects
- Social Activities
- ETM Email Lists
- TM Email Lists
- LinkedIn
- Web page
- Facebook
- TV Monitors
- Documentation
- Research Posters
- Course Flyers

Industry Relations

- Work with Dr. Daim to arrange site visits and industry outreach
- Collect materials for site visits

Student Projects

- Collect student projects at the end of the term from across the projects and enter into database
- Ask instructors/TA's from courses with missing projects to send them in

Social Activities

- Main events:
- Potluck in Fall
- Graduation in Spring

ETM Email Lists

- Update mailing lists with new students
- Track down missing emails
- Update emails from bounced backs

Technology Management Email Lists

- Think of it as an “ETM Friends & Family” list
- Update mailing lists with new students
- Track down missing emails
- Update emails from bounced backs

LinkedIn Alumni Group

- Search for graduates in LinkedIn
 - Send invitations
- Review requests to join LinkedIn ETM Alumni against list of graduates

Web Page

- New web page is alive!
- Edit ETM Drupal page periodically
- Requirement – Need to take Drupal class

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FUTURE STUDENTS CURRENT STUDENTS FACULTY + STAFF ALUMNI + FRIENDS

Engineering and Technology Management

MASEEH COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

Home Department Programs Courses Research People Resources

Welcome to Engineering and Technology Management Department (ETM)

ETM News:

- **ETM Graduate Seminar**
There are no more Seminars till Fall term. The next Seminar will be the second of Fall 2014. Please remember to check here for updates!
[more...](#)
- **ETM Today eNewsletter**
Please click the headline for the current ETM Newsletter.
[more...](#)
- **Research and Educational Trends in Engineering and Technology Management (ETM)**
Please click the headline to participate in the ETM Survey.
[more...](#)
- **ETM e-mail system**
Please login using **ETMyourID** as the login ID.
[more...](#)

QUICK LINKS

- ▶ ETM Faculty
- ▶ On-line Application
- ▶ Non-Degree Appl.
- ▶ Computer Account
- ▶ Class Schedules
- ▶ Course List
- ▶ Course Descriptions
- ▶ ETM Photo Album
- ▶ Graduation Req.
- ▶ Library Research
- ▶ Career Services

Engineering and Technology Management
Portland State University

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Portland State UNIVERSITY Maseeh College of Engineering & Computer Science: Engineering & Technology Management

myPSU Contact ETM Quick Menu

The Department | Programs | Courses | People | Research | Calendar | Resources

The Department

ETM has gained a reputation of providing students with the best of both worlds – a firm foundation in the creation of value through engineering and technology combined with a sound management education.

[Read More](#)

ETM Graduate Seminars
The next Seminar will be held at 3:15 in CH 150....

The Department
ETM has gained a reputation of providing students...

ETM Offering Classes in Wilsonville
ETM has been offering Master's classes in...

Facebook

- Curate ETM Facebook group

TV Monitors


- Update the slideshows of materials for the News, Research, and Education channels
- Will get assistance from staff

Documentation

- Taking pictures and video of events


Research Posters

- Work on soliciting past posters from graduates
- Can construct draft posters for them
- Help create new research posters



An Evaluation of Public Construction Contracting Methods for the Public Building Sector in Oregon using Data Envelopment Analysis

Gerald H. Williams, Jr., Ph.D. '03 (Advisor: Dr. Timothy R. Anderson)
Department of Engineering and Technology Management, Oregon State University College of Engineering and Computer Science



Background

- Public agencies in Oregon, unlike most states, can select contractors based on qualifications instead of lowest price
- Since 1983 more than 130 projects and \$3 billion in construction spending have been authorized under this process
- ORS 279.015 requires that an exempt (CM-GC) projects must result in "substantial cost savings" to the public
- There remains some controversy over the use of alternative Project Delivery Systems and some dispute whether or not the state is being well served by its use

Research Questions

- Does the CM-GC method result in projects that differ from DBB projects regarding cost and schedule control?
- Are CM-GC projects more efficient than DBB projects, where efficiency is defined as the data envelopment analysis (DEA) technical efficiency score?
- Does efficiency depend on an interaction between project type and the selection method?
- How do project stakeholders evaluate the benefits and drawbacks of the two selection methods?
- How do projects compare when the only apparent difference between them is the selection method?

Definitions

CM-GC: The general contractor serves as the construction manager allowing the CM-GC to assist in design

DBB: Design, bid, build is the traditional approach for managing construction projects, typically requiring very complete designs before bidding

DEA: Data Envelopment Analysis is a quantitative benchmarking technique capable of handling multiple disparate inputs and outputs.

Expert Panel

- 30 industry professionals
 - Architects & engineers
 - Construction professionals
 - Owners representatives
- Provided advice on inputs & outputs
- Assisted with data access

Data

- 215 projects
 - 111 CM-GC
 - 104 DBB

INPUTS
 • % complete plans & specs
 • Quality of the information

First
DEA
Model

OUTPUTS
 • Cost efficiency
 • Cost control on budget
 • Plans
 • Schedule control

H₁: CM-GC projects do outperform DBB projects.
No significant difference on budget control (p=0.09)
No significant difference on schedule control (p=0.43)

INPUTS
 • General contractor cost
 • % plans in scope

Second
DEA
Model

OUTPUTS
 • Technical efficiency scores

H₂: CM-GC projects are more efficient than DBB projects when decreased information requirements are taken into account

Case Study

- Two elementary schools
- Same owner, same architect
- Different contractors
- Same timeframe
- Different schedule completion requirements

	School:	Findley	Scholls
PCN	CM-GC	DBB	
Year opened	1998	1999	
Size (sq ft)	70,000 sq ft	69,000 sq ft	
Original GMP/BC	\$6,929,000	\$6,408,000	
Final Amt. Paid	\$7,350,000	\$6,897,100	
Cost Growth	\$421,000	\$192,100	
Cost/ft	\$105.54	\$96.61	
Schedule Performance	On time	On time	
	-17 Mo.	24 Mo.	

Case study supports analysis with similar budget and schedule control but earlier completion due to need for less complete plans

Conclusions

- The public policy as currently structured is not supported by this study
- There is no significant evidence to be the basis for exemptions, "substantial cost savings" is being met
- Open competitive lowest cost bidding exemptions should be based principally on schedule (fast-tracking) concerns and not cost



Course Flyers

- Give examples of flyers to upcoming instructors
- Gather/draft flyers for upcoming classes
- Give to web site team for appropriate posting
- Give to external relations team for publicity purposes

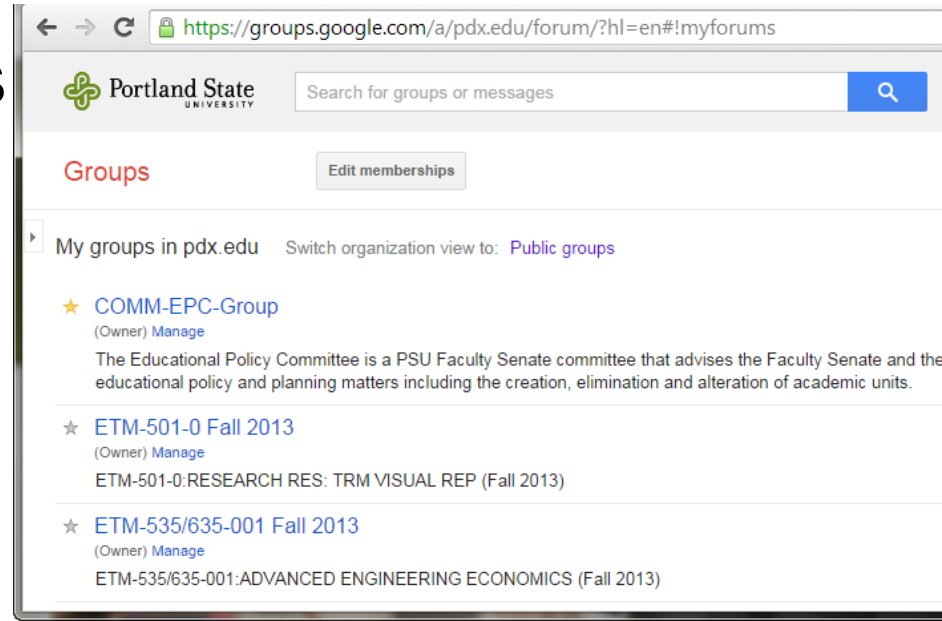


ETM Resources



Google Apps: Gmail

- Can lookup names against PSU's full directory
- Can use the "stealth" google group for each class if you are a member of the group
 - Ex. ETM-501-0 Fall2013
- Create personal groups



https://groups.google.com/a/pdx.edu/forum?hl=en#!myforums

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Search for groups or messages

Groups Edit memberships

My groups in pdx.edu Switch organization view to: Public groups

- ★ COMM-EPC-Group (Owner) Manage
The Educational Policy Committee is a PSU Faculty Senate committee that advises the Faculty Senate and the educational policy and planning matters including the creation, elimination and alteration of academic units.
- ★ ETM-501-0 Fall 2013 (Owner) Manage
ETM-501-0:RESEARCH RES: TRM VISUAL REP (Fall 2013)
- ★ ETM-535/635-001 Fall 2013 (Owner) Manage
ETM-535/635-001:ADVANCED ENGINEERING ECONOMICS (Fall 2013)

Google Apps: Calendar

- Use it to schedule with other people
- Can check room availability
- Check on events with the “ETM General” calendar

The screenshot shows the Google Calendar interface for the week of September 22-28, 2014. The top navigation bar includes the title 'Calendar', a 'Today' button, and navigation arrows. Below this is a 'CREATE' button and a dropdown menu for the month of September 2014. The main calendar grid shows events for Monday (9/22), Tuesday (9/23), and Wednesday (9/24). A vertical red bar is present on Tuesday. The 'My calendars' list on the left includes 'Timothy Anderson', 'aises.lcwr@gmail.com', 'ETA Group', 'ETM Calendar', 'ETM General', 'ETM SD Lab', and 'Tasks'. The 'Other calendars' section is also visible. Red circles highlight the 'ETM General' and 'ETM SD Lab' calendars in the list, and several event blocks in the grid, including 'GSA Orientation' on Monday and Tuesday, and 'MCECS Student Welcome' on Wednesday.

Google Apps: Calendar - Rooms

- Use it to schedule rooms, keycard to access room
 - ETM MS Students: Conf. Room (FAB 40-03)
 - PhD students: Conf. Room + SDL (FAB 50-02)

Need to give card ID number to Becky to get access
- Room Scheduling Rules/Responsibilities
 - Include your name and phone #
 - May get bumped by special events
 - Delete if meeting is cancelled
 - Leave Default colors, do not use reminders

Abuse of room reservations will result in losing access



Google Apps: Calendar – Creating Appts.

1. Add guests for meetings,
2. They can modify it too
3. Changing default colors can be confusing for other users since they over-ride personal preferences

The screenshot shows the Google Calendar 'Create Event' interface for an event titled 'BPA Team Meeting'. The event is scheduled for 9/24/2014 from 9:00am to 10:00am, repeating weekly on Wednesdays until Dec 10, 2014. The location is 'SDL'. The calendar is set to 'Timothy Anderson'. The event color is highlighted in red. The 'Guests' section is also highlighted in red, showing a list of invited users: Jiali Ju, Kevin van Blommestein, Timothy Anderson, and Tom Shott. The 'Guests can' section is highlighted in red, showing options to 'invite others' and 'see guest list'. The 'Event color' section is highlighted in red, showing a color palette with the selected color highlighted.

← SAVE Discard changes Delete

More Actions

✓ Yes, I'm going Add a note or change your response

BPA Team Meeting

9/24/2014 9:00am to 10:00am 9/24/2014 Time zone

All day Repeat: Weekly on Wednesday, until Dec 10, 2014 Edit

Event details Find a time

Where Add: Guests | Rooms, etc.
map Click the icons below to mark as optional.

Video call Join meeting: d6ta
Change name | Remove

Calendar

Description

Attachment Add attachment

Event color

Guests Email g
Yes: 4, Maybe: 0, No: 0, Awaiting: 0
 ✓ Jiali Ju
 ✓ Kevin van Blommestein
 ✓ Timothy Anderson
 ✓ Tom Shott

Guests can
 modify event
 invite others
 see guest list

Google Apps: Calendar – Reserving Room

1. Change the Calendar to the appropriate room
2. Add information to description (your phone # and short description)
3. Leave Color at default – this will cause problems for people if you change it!
4. Leave reminders off this calendar, otherwise it can show up for many people not attending the meeting!

The screenshot shows the Google Calendar event creation interface. The event is titled "Anderson" and is scheduled for 9/24/2014 from 9:00am to 10:00am. The event is set to repeat weekly on Wednesday until Dec 10, 2014. The "Where" field is empty, and the "Video call" option is checked, with a link to "Join meeting: anderson". The "Calendar" dropdown is set to "ETM RISE Conf rm", which is circled in red. The "Description" field contains "503 725-4660" and "Anderson's BPA Team Meeting", also circled in red. The "Event color" is set to the default green color, which is circled in red. The "Reminders" are set to "No reminders set", which is also circled in red. The "Guests can" section is partially visible, showing options to "modify event", "invite others", and "see guest list".



Google Apps: Drive

- Sharing Files
- Files Backed Up

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Drive

CREATE

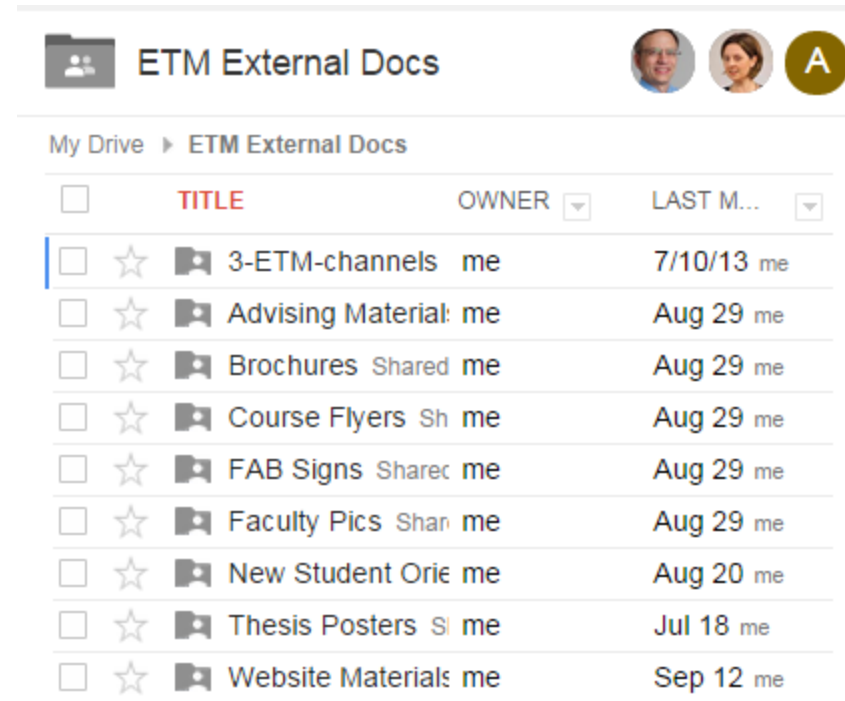
My Drive
Shared with Me
Starred
Recent
Trash
More ▾

Install Drive for your computer

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TITLE	SHARE DATE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Centers & Institutes	Steven Harmon 11/9/12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comp. Exam Report -Yasser Alizadeh	yasser alizadeh 12/1/13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curriculum Committee	James Hook 11/1/13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ETM 535 Archive	Songphon 8/14/13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ETM 540 Project	Joel Croteau 5/15/13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maseeh SEM 2014	James Hook 11/24/13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office Depot	Stacey Balenger Jun 30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pacific Furnishings	Stacey Balenger Jun 30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	renewal pnw Isamp	Lorna Tran 7/2/13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research Symposium- Lead: FAB 2014 PNWLSAMP Conference	Soufiane El Moussi 12/13/13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SmithCFI	Stacey Balenger Jun 30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 Year Anniversary Committee	Rcushman 3/5/13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2014-15 ETM GSA Assignments 09-05-14.docx	Rebecca Fidler Sep 5

Google Apps: ETM's Drive Archives

- Shared directories of materials



The screenshot shows a Google Drive folder named "ETM External Docs" shared with two other users. Below the folder name is a table of documents. Each row includes a checkbox, a star icon, a document icon, the document title, the owner, and the last modified date.

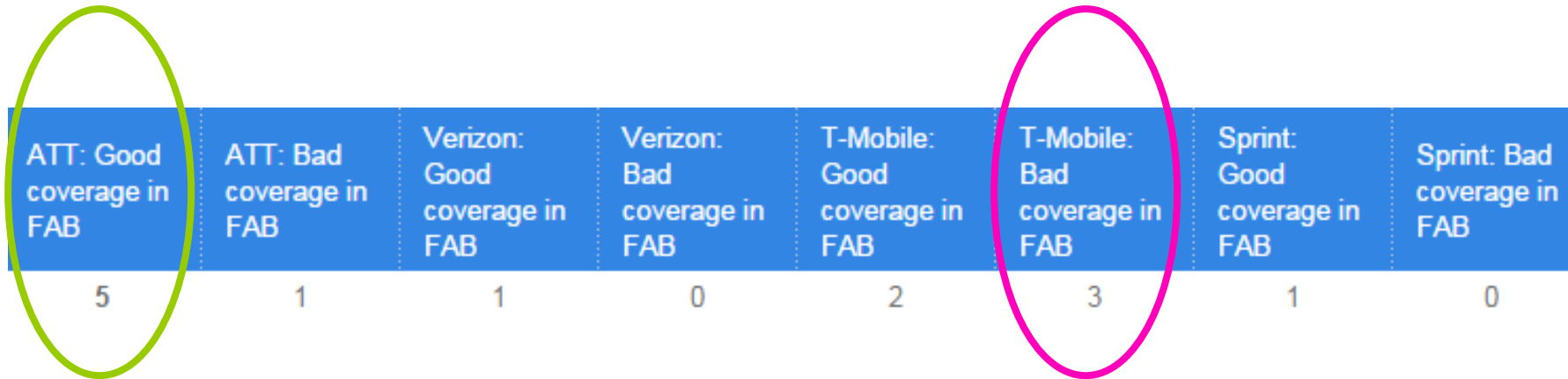
<input type="checkbox"/>		TITLE	OWNER	LAST M...
<input type="checkbox"/>	☆	3-ETM-channels	me	7/10/13 me
<input type="checkbox"/>	☆	Advising Material:	me	Aug 29 me
<input type="checkbox"/>	☆	Brochures Shared	me	Aug 29 me
<input type="checkbox"/>	☆	Course Flyers Sh	me	Aug 29 me
<input type="checkbox"/>	☆	FAB Signs Sharec	me	Aug 29 me
<input type="checkbox"/>	☆	Faculty Pics Shar	me	Aug 29 me
<input type="checkbox"/>	☆	New Student Ori	me	Aug 20 me
<input type="checkbox"/>	☆	Thesis Posters S	me	Jul 18 me
<input type="checkbox"/>	☆	Website Materials	me	Sep 12 me

Furniture

- Check your office, can potentially trade desks, chairs, tables
- Work with officemates to make the best use of space
 - Perhaps you want to trade out a bookcase or filing cabinet for a round table or a comfy chair
- If you don't need an office, let me know
- Lockers are also available in FAB

Cell Phones in FAB

- Decreased emphasis on office phones
- FAB can have challenging RF characteristics
 - Underground, metal siding, miles of copper wiring...



Doodle Poll-Feel free to add your opinion: goo.gl/Givr7m

Upcoming Events

- PSU GA Orientation →
 - 503-725-8327/patrice.oai@pdx.edu
- MCECS New Student Welcome
 - 9/24, 2:00-3:00 EB Atrium
- ETM New Student Welcome
 - 9/24, 3:30, FAB 86-01
- ETM New Student Orientation
 - 9/29, 1:00-3:00, FAB 86-01
- ETM Potluck, 11/1

NEW GRADUATE ASSISTANT ORIENTATION

Friday September 26, 2014

Cramer Hall [CH] 53 - Refreshments Provided

STRATEGIES FOR A STRONG BEGINNING

*8:30 - 11:30 GENERAL ORIENTATION

*11:30 - 12:00 INFORMATION FAIR

Orientation faculty and staff include:

Office of Graduate Studies and Office of Human Resources - Learn important information about the nuts and bolts of the graduate assistantship, requirements, payroll information, avoiding common pitfalls

University Library - Learn about general resources and recent changes to the library system as well as resources for GA / TA work

Office of Information Technologies/Online Learning - Find out where to go and what to expect from computer and information technology tools for teaching, project work, and research

General Student Support (Various campus offices) - Support for you as a student, and support for your own students if you are a TA (where to send students who need additional assistance)

Office of Academic Innovation/GA Development Programs - Learn about resources for improved teaching and learning, balancing the graduate student/GA role, and GA seminars/workshops

- PhD Forums
 - Oct 24, Jan 30, Apr 24
- Research Forums
 - Nov 14, Feb 27, May 15
- Paper Workshops
 - Nov 21, Jan 13, Apr 7

