



Module 3.6 Examples for Submitting Entrance Conference Materials

Example - Strengths and Weaknesses

Name:

Team #

Technical Strengths: core chemical engineering knowledge, including mass and energy balances, chemical reaction kinetics and thermodynamics, basic fluid mechanics, basic heat and mass transfer processes, liquid-vapor equilibrium.

Technical Weaknesses: mechanical engineering knowledge on reactor and processes design.

What do you want to develop in this area during the term? I want to apply directly the known chemical engineering concepts and knowledge in an integrated manner to the problem-solving process, at the same time gain further knowledge in reactor and processes design and control.

Interpersonal Strengths: I can engage and facilitate discussions; have active-listening skills.

Interpersonal Weaknesses: I did not have much experience with team-work and team-communication, and sometime still have bias when listening and exchanging ideas.

What do you want to develop in this area during the term? I want to develop effective communication skills for team-work.

Writing and Editing Strengths: I am familiar with scientific style and format; have written 15+ reports for previous lab classes.

Writing and Editing Weaknesses: I do not have previous experience with project-based reports; need proof-read and editing for writing.

What do you want to develop in this area during the term? Further improve scientific writing skills; develop project-based writing skills (agenda, minutes, weekly reports, entrance and exit reports, etc.)

Presentation Strengths: I did 10 to 15-minute presentations for previous lab classes, familiar with basic structures and styles for a research presentation.

Presentation Weaknesses: I loss calm and confident easily when under pressure

What do you want to develop in this area during the term? Further enhance presentations skills: structures, timing, body language, pronunciation, voice)

Example – Expectations

Team #	Team Members Expectations
Team Member's Name:	
Follow a schedule and plan of action	
Complete written materials and project tasks ahead of schedule	
Don't be afraid of asking for clarification from faculty	
Work well with team members and divide workload appropriately	
Don't commit myself to more than can be accomplished	

Expectations You Have for Your Team Members while Participating on the 10.26/10/29 Team

Develop and follow a project plan
Meet intermediate deadlines for project tasks
Communicate any concerns, scheduling conflicts, etc in advance
Provide constructive feedback to each other
Be open to suggestions and feedback

Team Member's Name:	Team Members Expectations
Do work on-time and take responsibility quickly and usefully for things I did wrong or not at all.	
Don't avoid problems.	
Control my emotions when stressed and act rationally and courteously.	
Don't over commit myself	
Put in the work necessary to complete the project in a reasonable manner.	