



Schedule

Planning your ACE Team’s schedule is an important task in making sure the season goes smoothly and the team gets the most out of their year. Often mentors struggle on where to start and how to plan. The following are some important items to consider when creating your team’s curriculum and schedule.

Organization: At the beginning of ACE season, teams should decide how they will organize the team’s schedule. Organization should be based on the team’s frequency of meetings and the degree of detail focused on the design disciplines.

Frequency of Meetings: The ACE season is the last week of October through the end of May, with teams meeting once every other week. If your team is not following the schedule because of your desire to participate in the National CIRT competition or for any reasons, you must first contact the ACE Mentor of Greater NY office in order to gain approval (GreaterNY@acementor.org). If a team is interested in competing in the National CIRT competition, please notify the ACE Greater NY office as well.

Organization of Design Groups: The ACE model requires all teams to introduce each of the four major disciplines in the design and build field to their students - - (1) architecture; (2) civil/structural engineering; (3) mechanical engineering, electrical engineering, and plumbing; and (4) construction management. After an introduction to each discipline is presented, teams may choose to split into discipline groups to allow for more time to focus on each aspect of their project’s design. Teams should decide if their team is to work:

1. One group throughout the season and rotate working on each discipline
2. Split into different disciplines after an introduction period so that each sub-group focuses exclusively on one design discipline.

“Curriculum”/Season Goals: The organization of a team’s schedule will determine your team’s production, and should set the expected level of goals or deliverables for the team’s project. After planning your team’s organization, decide on the level of deliverables your team is looking to accomplish in its season. Schedules should be planned to achieve the desired deliverables. Deliverables can vary based on the disciplines of your team firms, and also the level of the students. Below are example deliverables/schedules ranging from basic to advance.

Example Schedule: Bi-Weekly

Session No.	Description	Notes
-	Student Registration	i.e. - Collect consent forms, update contact list
1	Introductions and Icebreaker	
	No Class - Election Day	
2	Architecture Introduction	
3	Structural Introduction	
-	No Class – Thanksgiving	
4	Mechanical Engineering Intro	
5	Landscape Architecture Introduction	i.e. Holiday Party
6	Construction Management Intro	i.e. collect permission slips
7	Site Visit	
8	Reveal Project Assignment – Overview of Milestones	
9	Project Development	
10	Project Development	



11	Project Development	
12	Review Presentation Deliverable – model, PowerPoint, boards	
-	SCHOLARSHIP APPLICATIONS DUE	
13	Project Development	
14	Project Development – Final Development Session	
15	Power Point and Model Building	
16	Power Point and Model Building, Rehearsal	
17	Finalize PPT and Rehearsal	
-	Presentation	

Example Schedule – Weekly & CIRT

Session No.	Description	Notes
-	Student Registration	
1	Icebreakers & Introductions Introduction of CIRT RFP	
2	Design Activity Presentation of Three RFPs // RFP Selection	
3	Construction Activity // Brainstorming Session // RFP Selection / Project Selection	
4	Construction Management Activity // Final Project Selection	
5	Design Project	
6	Design Project	
7	Design Project	
8	Design Project	
Winter Recess – Optional Meeting	Design Project	
9	Scholarship Application Opens	
10	Design	
11	Design Project	
12	Design Project	
13	Design Project	
14	Design Project	
15	Project Working Session	
16	Project Working Session	
February Recess – Optional Meeting	Project Working Session	
17	Project Working Session	
-	ACE Scholarship Application Deadline	
18	Finalize CIRT Competition Deliverable	
-	CIRT Entry Due to CIRT National Office	
19	Presentation Working Session	
-	Notification of Finalists	
20	Presentation Working Session	
21	Practice Presentation	
-	CIRT Presentations (tentative)	
22	Site Visit	
Spring Recess- Optional Team Meeting	Presentation	
23	Practice Presentation	
24	Practice Presentation	
25	ACE Team Presentations	