

Student Steering Committee – Policy on Externally Facing Design and Competition Teams

Student group activities are intended to be an enriching experience for students. To achieve this objective, student design or competition teams should be organized to maximize the likelihood of success. These activities are voluntary; however, a reasonable degree of professional and ethical conduct should be exercised when participating in these activities. Moreover, students must be aware that behavior exhibited during these activities could result in significant consequences not just for the student, but also potentially for other students, the School, the College, the University, the State of Mississippi, and/or the engineering profession.

Students who intend to participate in design or team competitions that require months of planning, several participating students coordinating with a faculty/professional mentor(s), and/or significant public exposure must receive approval from the School's Student Chapter Committee Chair to be eligible. Students are to follow the requirements stated in the Mississippi State University (MSU) Student Handbook and meet the deadlines, as stated in Tables 1, 2, and 3 are examples. Table 1 outlines the guidelines and accountability measures established by the Student Chapter Chair and Advisor to ensure timely preparation, clear communication, and professional readiness of all CEE competition teams representing the Rula School. Tables 2 and 3 describe when student teams should submit a plan to participate in a competition, when team roster lists are due, and when the School Student Chapter Advisor must approve team participation. Students who intend to participate in a competition that is not specified in Tables 2 and 3 must contact the School's Student Chapter Advisor regarding the requirements.

The School's Student Chapter Committee Chair or the School Director have the authority to add or remove any student from participating, and to cancel team participation in a design or competition at any time. Removing a student from participating in a team and/or canceling team participation can occur before, during, or after any notice of intent deadline and/or the time of the activity itself.

Exceptions to this policy can be made at the discretion of the School's Student Chapter Committee Chair. The School's Director may override any actions or exceptions taken according to this policy. Student concerns about this policy should first go to the School's Student Chapter Advisor and secondly the Committee Chair. Thirdly, the student should notify the School's Director if they made a meaningful attempt to raise their concern, but it was not addressed in a timely manner.

All faculty, including the Director of the Richard A. Rula School of Civil and Environmental Engineering at MSU, are interested in student success in all design or team competitions. You are highly encouraged to contact the School Faculty and/or the Director for their assistance, and you should expect them to provide you with support pending their availability.

Guidelines for Student Competition Teams

To improve coordination, set expectations early, and ensure successful participation in all CEE competitions (e.g., ASCE and ITE), the Student Chapter Committee Chair and Chapter Advisor developed the following additional guidelines for all teams (see Table 1):

Table 1. Guidelines for all student competition teams' expectations (listed in Tables 2 & 3) for both fall and spring semesters

Category	Requirements	Expectations
Fall Semester		
1. Semester Kickoff Meeting (Mandatory)	Clear Expectations	Establish workload expectations and weekly progress updates (brief weekly report required from each team)
	Major Deadlines and Role Assignments	Identify all major deadlines and clearly assign and define team roles (e.g., logistics, report lead) early in the Fall semester
	Material Procurement & Budget	Establish procurement deadlines with your advisor in the first week (e.g. concrete canoe materials must be ordered by the end of August)
2. Progress Check-Ins (Required)	Progress Review Meeting (weekly)	Compare current progress against established deadlines. (meeting with president/captain/team) Confirm materials ordered and received
	Travel Planning	Confirm hotel reservations and travel logistics.
	Additional Monitoring	If significantly behind schedule, Chair and Advisor may require more frequent updates.
Spring Semester		
3. Semester Kickoff Meeting (Mandatory)	Deliverables Status	- Technical report - Registration (e.g. symposium, travel)
	Symposium Preparation Meeting (Mandatory)	All symposium participating students must attend - Review expectations for individuals/teams - Finalize carpooling/lodging plans - Resolve remaining (if/any) issues
4. Progress Check-Ins (Required)	Progress Review Meeting (weekly)	- Deliverable status (e.g. reports) - Send reports to the advisor for review at least two weeks prior to the deadline. - Teams may schedule a practice run of their presentation with advisors
5. Session end term activities	Symposium Clean Up	Everything related to Symposium must be cleaned up
	Thank You Letter	All symposium participants must sign the thank you letter

NOTE - Teams that cannot demonstrate readiness may be placed on conditional approval until deficiencies are resolved.

Next Year's Competition Teams: Only teams with a clear plan, as approved by the School's Student Chapter Committee Chair or the School Director, will be eligible to participate in next year's competition. Interested teams must submit their plan for approval by the last regularly scheduled class day of the previous spring semester.

Advisors' Role for Competition: Each competition team shall work in consultation with a Faculty Advisor (see Table 1). Teams may select a Competition Advisor after consulting with the Student Chapter Faculty Advisor, Committee Chair, or the School Director. The Competition Advisor may be a faculty member or an industry professional with relevant technical expertise. This is largely a volunteer role; however, the competition advisor is expected to meet with the team regularly (i.e., every 1-2 weeks) to provide guidance and help ensure the team remains on track to successfully complete the competition.

These expectations help maintain consistency, team preparedness, prevent last-minute crises, and support a professional standard of conduct within the Rula School. It also creates a clear communication channel between students, advisors, and the school to help each team succeed and represent MSU at the highest level.

Table 2. List of deadlines that ITE student design or competition teams must meet to be eligible to participate in a specified team.

Competition	Plan to Participate in Competition Submitted to Faculty Advisor	Submit List of Committed Team Members	Faculty Advisor Approval of Competition Team	Submit Complete Team Roster to Faculty Advisor ^a
<i>Traffic Bowl (DSITE and SDITE)</i>	1st Friday of fall semester	Last Class Day Before Fall Break	Last Class Day Before Thanksgiving	1st Friday of Spring Semester
<i>Sandbox Competition</i>	Last Class Day Before Thanksgiving	1st Friday of Spring Semester	Last Friday of January	1st Friday of February
<i>Asphalt Road-eo (TX-APA)</i>	Last Class Day Before Thanksgiving	1st Friday of Spring Semester	Last Friday of January	1st Friday of February

^a Submission of emergency contact information (name, phone, email, relationship) to the competition team's faculty advisor is required by this deadline.

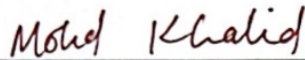
^b Sandbox Competition has no limit on student team members, so there should be no issue adding students later if they can help the team.

Table 3. List of deadlines that ASCE student design or competition teams must meet to be eligible to participate in a specified team.

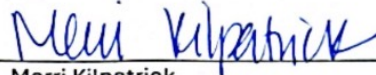
Competition	Plan to Participate in Competition Submitted to Faculty Advisor	Submit List of Committed Team Members	Faculty Advisor Approval of Competition Team	Submit Complete Team Roster to Faculty Advisor^a
<i>ASCE Concrete Canoe</i>	Last Regularly Scheduled Class Day of Prior Spring Semester	1st Thursday of Fall Semester	One Day Before Fall Semester Drop Day	Last Class Day Before Labor Day
<i>AISC/ASCE Student Steel Bridge</i>	Last Regularly Scheduled Class Day of Prior Spring Semester	1st Thursday of Fall Semester	One Day Before Fall Semester Drop Day	Last Class Day Before Labor Day
<i>ASCE UESI Surveying</i>	Last Regularly Scheduled Class Day of Prior Spring Semester	Last Class Day Before Fall Break	One Day Before Intent and Eligibility Acknowledgement Form Due Date	One Day Before Spring Semester Drop Day
<i>ASCE Sustainable Solutions</i>	Last Regularly Scheduled Class Day of Prior Spring Semester	1st Thursday of Fall Semester	One Day Before Fall Semester Drop Day	Last Class Day Before Thanksgiving Holiday
<i>Timber-Strong Design Build</i>	Last Regularly Scheduled Class Day of Prior Spring Semester	1st Thursday of Fall Semester	One Day Before Fall Semester Drop Day	Last Class Day Before Labor Day
<i>Construction Institute</i>	Last Class Day Before Fall Break	One Week Before Intent and Eligibility Acknowledgement Form Due Date	One Day Before Intent and Eligibility Acknowledgement Form Due Date	One Week Before Team Member Form Due Date for Competition
<i>3D Printing</i>	Last Regularly Scheduled Class Day of Prior Spring Semester	1st Thursday of Fall Semester	One Day Before Fall Semester Drop Day	Last Class Day Before Thanksgiving Holiday
<i>ASCE Symposium Regional (e.g., Concrete Cornhole)</i>	Last Regularly Scheduled Class Day of Fall Semester	Four Weeks Before Notice of Intent Deadline or Four Weeks Before Symposium Start Date	Two Weeks Before Notice of Intent Deadline or Four Weeks Before Symposium Start Date	Four Weeks Before Symposium Start Date
<i>ASCE Symposium Spirit (e.g., tug of war, ping pong)</i>	Four Weeks Before Symposium Start Date	Four Weeks Before Symposium Start Date	Three Weeks Before Symposium Start Date	Three Weeks Before Symposium Start Date

^a submission of emergency contact information (name, phone, email, relationship) to the competition team's faculty advisor is required by this deadline.

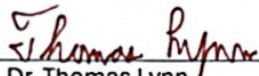
This policy applies to all student design or competition team activities wholly or partly supported by the Richard A. Rula School of Civil and Environmental Engineering at Mississippi State University. This policy goes into effect on August 16, 2026.



Dr. Mohammed Khalid
Committee Chair on Student Chapters



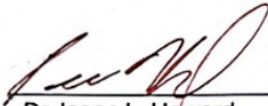
Merri Kilpatrick
Committee Member on Student Chapters



Dr. Thomas Lynn
Committee Member on Student Chapters



Laura Dunn
Committee Member on Student Chapters



Dr. Isaac L. Howard
School Director