

Guidelines for Advising MCAA Student Chapter Teams

Please contact **Michele Hoffman, MCAA Director of Career Development** at mhoffman@mcaa.org or **402-305-8969** if your chapter needs assistance being paired with a Student Chapter Competition Advisor.

Overall Recommendations:

- Set 2-3 meetings with your competition advisor after the project is released.
 - This is an excellent opportunity for your local MCAA chapter members and local execs to be involved, especially if their board room is a logical meeting space and geographically centralized for the contractors and students.
- Internally set Segment 1 and Segments 2 due dates for your team.
 - Example: If the competition is due on December 8th, then have Segment 1 Due by October 8th / Segment 2 by December 1st, and then leave the final week for a finalized review before submitting.

OK	Not OK
Explaining how a VAV works.	Deciding that a VAV system is the best option for the project.
Providing instructions on how any key piece of mechanical equipment works (i.e. chiller, pump, compressor, chilled beam, cooling tower, boiler, etc.).	Sizing, selecting or providing calculations to back up an equipment selection.
Providing vendor contacts for equipment manufacturers.	Contacting vendors directly for information.
Providing examples of proposal qualifications from un-related projects.	Creating, drafting, writing, editing, and defending what clarifications might go into the final proposal.
Illustrating design principles.	Making design decisions.
Critiquing and giving opinions on visual aids, photos, etc.	Taking or providing photos, charts, graphs or drawings for the team's proposal.
Demonstrating how to estimate material and labor.	Pricing the materials and labor for the team's proposal.
Explaining scheduling principles and general schedule activity sequencing.	Providing construction schedule for team's proposal.
Teaching about financial principles (balance sheet, financial statement, bonding capacity, etc.).	Creating balance sheet or financial statement and/or determining bonding capacity.
Providing review and feedback on grammar, spelling, formatting, etc.	Writing or re-writing proposal sections.
Presenting materials utilized on previous projects.	Making decisions on presentation materials.
Watching the final presentation and providing feedback.	Writing the final presentation and talking points.
Can advise.	Can decide.