**Mentored Industry Projects**

Keep Student Deliverables Organized

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| **TIPS**Students will generate notes, work products, and deliverables throughout their Mentored Industry Project. It’s important that they be intentional and disciplined about how they document their work and stay organized. The team at District C offers these tips.To support students, help them understand the following benefits of good documentation and organization. * *Promotes Equity of Voice.* Maintaining documents that are accessible and transparent to all team members not only helps keep team members on the same page, but also promotes equity of voice. If I can’t *see* the work because it’s written in your notebook, it makes it harder for me to *contribute* to the work.
* *Supports a Design Mindset.* Having easily-accessible documentation makes it easier for students to go back and revisit, review, and revise – behaviors critical to any good design process.
* *Helps You Build Your Portfolio.* These work products and documents will become important components of the students’ portfolios when they’re done, and will help them tell their MIP stories to stand out.

Organized and transparent documentation will also help facilitators (you!) and Industry Partners follow the teams’ real-time progress, which will make it easier to coach students along the way. Here are some steps you can take to support students: * Anticipate the deliverables and work products that teams will create.
* Provide a digital space for student teams to create, organize, and maintain their work documents. Most common in the professional world is to use a digital workspace with shared access and editing privileges (eg, Google Workspace).
* Make it clear to students – great teams are great at many things, including tracking, organizing, and maintaining their work. Give student teams ownership over organizing their own work documents and encourage them to be intentional about how they do it.
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| **RESOURCES**In District C’s Teamship, the coach gives each team access to a Google folder with just one document – the Problem Scope. Teams are then responsible for creating and maintaining their own documents throughout the experience. Early in the process, Teamship Coaches introduce the importance of documentation and what students will document throughout the Design Process. These examples show you how a Teamship Coach would begin: * [TEAMSHIP DELIVERABLES](https://docs.google.com/presentation/d/1hP1W8cIB4tbyH9nyBM5mVGbGYIeB8sh787TSdPL9hjU/edit?usp=sharing) by Design Process milestones
* [USING GOOGLE FOLDERS](https://docs.google.com/presentation/d/1QAzfKIr8ZBWq0tDFnwSw4UDUtnCtOMT5b1eijsLUQws/edit?usp=sharing) to make documents transparent & accessible
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