

NCPTT-UVM Colloquium on the Development of Heritage Engineering Curricula  
June 22-23, 2009 – University of Vermont, Burlington, VT

**GUIDELINES FOR RAPPORTEURS**

The colloquium is organized into a series of discussion groups working on predetermined topics; there are a total of twelve topics.

Discussions will focus on position papers written by the discussion moderators. We expect that discussion sessions will be lively, will produce a great deal of useful information, and will move beyond the position papers in developing the topics.

Rapporteurs will record the discussions; the rapporteur's role will be to capture the information produced by the session while allowing the moderator freedom to direct the session. We are not looking for verbatim accounts or attributions of comments to individual members. Instead, discussion notes should capture the essence of the discussion. A few minutes will be reserved at the end of each discussion session for moderators and rapporteurs to summarize their sessions/discussions for the whole group.

While rapporteurs will not direct the sessions, they should be mindful of the following areas of interest in recording their sessions:

- The current state of knowledge
- Research questions and potential funding
- Essential competencies
- Experiential learning opportunities – internships, service learning projects
- Does the topic lend itself to curriculum modules and/or new courses
- What curriculum additions are necessary to cover the material in sufficient depth
- Should the material be presented at the undergraduate and/or graduate level

Handwritten notes will be collected at the end of each discussion session, photocopied and returned to rapporteurs. Rapporteurs will be asked to **submit their notes in digital form to Liisa Reimann at [liisareimann@comcast.net](mailto:liisareimann@comcast.net) by Friday 6/26** so that they may be included in colloquium proceedings.