Every EMPACTS Project team is required to meet with Professor Phillips to discuss EMPACTS projects.

- The sooner you come see her the better your project experience.
- She is the one who will post your project on the EMPACTS Project website.
- She is a great mentor for all students and has many years of experience in project based learning and solving problems.

The initial meeting is just to discuss your project goals and to run through a short checklist of items, all meant to help you meet your project goals.

How do you meet with her?

The first meeting will probably be with your class during the EMPACTS Orientation session at the beginning of the semester.

To make an appointment:

1) send an email – dphillips@nwacc.edu or drop by her office, BH2455.

2) make sure the email includes..

- Subject line- otherwise the email may go to the junk and will be missed
- Your name and the names of all of your team members, first and last names
- Instructor’s name and course name
- Short description of your proposed project – a paragraph is fine
- A proposed Title – it will most likely change
- Propose a time you would like to meet – remember that she also teaches and her courses usually meet in the afternoons.

3) She will then set an appointment time and will send that notification to both you and your instructor.

4) Don’t be afraid to approach her, she loves helping students. Just don’t interrupt her class while she is teaching and also realize that she will need to make an appointment for you. This is so she can give you “undivided” attention.

If you have any questions please feel free to speak to any of the EMPACTS Technology Corp for help in making an appointment. They are located in BH2455, EMPACTS Lab.