Class 2015 Senior Project Guideline

Suggested Timeline		
Date	Things to be Done	Note
4/10		Midterm Check forms should be collected with signatures from both sides
4/30	First Draft Due	Students finish their drafts and submit to advisors to review. Faculty advisors are highly recommended to give feedback to students before **May 10th**.
5/13 - 5/17	Presentation Rehearsal	An opportunity given to students to present and practice. This rehearsal is optional and by appointment with advisors.
5/23 - 5/24 Thursday & Friday	Project EXPO Session & Final Paper due	**EXPO Session:** - Students can choose to present individually or in group. - Evaluation committee members: 2 faculty advisors from the major field + 1 engineer advisor (for ME & MSE major) + 1 invited HSS faculty (Dr.McDougall, Dr.Rhym, Dr. Li) Each student is responsible for putting together his or her own Special Committee. - 10 - 15 mins per person (5 - 10 mins for presentation & 5 mins O&A). - Project Poster is required. - Dresscode: Business Formal - Location: TBD **Final Paper:** - Both electronic and printed copy are required.
5/27 - 5/31	Grades Submission & Files Archived	All files and grades should be submitted to Eve by **May 31st (Rigid Deadline)**. File checklist is attached.

Senior Project Grading Policy	
Passing Grade	Passing grades range from A+ to D. Students who get a "F" will not be able to graduate on time.
Grade Components	Final grades are comprised of four components, including: - Presentation+Poster 25% - Individual Report 40% - Advisor Review 35%
Grade Format	Numerical score & letter grade, SCU grading scale

Senior Project File Checklist		
☐	Meeting Minutes/Meeting Records	Electronic version (PDF or Doc. version) on Blackboard. Though a template is attached, no special format is required. Advisors may decide their own meeting note/record format. Supporting documents are welcome.
☐	Project Proposal	Electronic & Printed Copy. Standard format provided by instructors.
☐	Final Paper	Electronic & Printed Copy.
☐	Final Presentation Poster	Printed Copy. Recommended size: 60cm x 90cm
☐	Advisor Review (Review Form will be created later)	Electronic & Printed Copy

Final Report Format	
Language	English
Paper Size	The final paper should be formatted to be **printed** on **A4 (29.4 x 21cm) paper** in PDF or DOC version.
Recommended Page Settings	**Title Page:** Top & Bottom: 2.54 cm Right: 3 cm Left: 3.2 cm Gutter: 0 **Content Page:** Top & Bottom: 2.5 cm Right: 2 cm Left: 2.5 cm Gutter: 0 Header & Footer: 1.5 com
Citation Format	Follow Professional Academic Style Guide (e.g. MLA, APA, Chicago, IEEE)
Font	- Recommended font is **Times New Roman, Size 12**.The font provided through LaTeX is acceptable. However, if LaTeX is used, be careful to ensure proper margins when producing the final copy. - Double spaced, single column

Content	**Final Report Title Page** Template for title page is enclosed. **Final Report Body** In the thesis body, you should provide the introduction, narrative, and analysis of your work. The body includes these elements: 1. Introduction. State (1) the purpose of the investigation, (2) the problem being investigated, (3) the background (context and importance) of the problem (citing previous work by others), (4) your thesis and general approach, and (5) the criteria for your study's success. 2. Literature Review. (Optional, please confirm with your advisor) - Develop the theoretical basis for your design or experimental work, including any governing equations. - Detailed calculations are put in an appendix at the end. 3. Methodology: Materials, apparatus, and procedures. List and describe key materials and apparatus. Then describe the procedure in enough detail that others can duplicate it. For design studies, this section includes component design, fabrication, assembly, and testing procedures. Use illustrations. 4. Results. Present the results, usually with accompanying tables and graphs. Characterize the patterns and quality of the results and estimate their accuracy and precision. Detailed data go to an appendix. Use analytical graphics. 5. Discussion. Discuss the meaning of the results, stating clearly what their significance is. Compare the results with theoretical expectations and account for anything unexpected. 6. Conclusions. Review the results in relation to the original problem statement. Assess the success of the study in light of the criteria of success you gave in the introduction. Recommendations. If applicable, recommend directions for future work. **Final Report Ending** The end matter is mainly referential material too detailed to fit well in the main narrative of work done. It includes these elements: - Acknowledgments. Acknowledge assistance from advisors, sponsors, funding agencies, colleagues, technicians, and so on. - Appendixes. Provide detailed calculations, procedures, data in separate appendixes. Give each appendix a title, a letter (Appendix A, B, C), and an introductory paragraph. - Bibliography. List alphabetically any works referred to in your study. Follow the bibliographical and footnote formats of your department or of a prominent periodical published by a professional society in your field.
Group Report/Individual Report Page Limit	Suggested length: 15 pages for the content, minimum 4000 words. (Based upon advisor's requirement)