

## Guidelines for Senior Project Advisees

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**Purpose:** The purpose of these guidelines is to proactively assist and inspire students generate a quality Senior Project and professional Senior Project report in a timely and organized manner.

**Scope:** This document does not apply to Senior Projects completed during Co-op and/or Internship experiences. Co-op and/or Internship experiences used for Senior Projects are dealt with by separate arrangements.

**Overview:** The senior project experience is comprised of two main items: 1) project documentation (including status reports and final report), and 2) final project demonstration. Details of these items are listed below. The grading of senior project is based on the timely submissions and/or quality of the project documentation and demonstration.

**Project Reports:** The senior project documentation comprises of three forms of reports: 1) the original project proposal, 2) status reports, and 3) the final senior project report.

**1. Project Proposal:** The advisee shall submit a document (1-2 pages) that describes the proposed project. The contents of the proposal should be deemed complete and acceptable to both the advisee and advisor before a senior project enrollment slip is signed by the advisor. A meeting should be scheduled with the advisor to discuss the project proposal; this meeting should occur before Wednesday of the Week 2 of the first quarter of senior project. It is the advisee's responsibility to schedule this meeting. This proposal should contain the following items:

- At least one graphic: This can be in the form of a block diagram, a flow chart, or some other aid to describe the project.
- A tentative outline/timeline of the projected major milestones in the project. These items may include initial research, parts procurement, software learning curves, PC board fabrication, etc.
- A brief but concise overview of the proposed approach taken to complete the project.
- A section labeled *Deliverables*. In this section, the advisee shall list the items that will be demonstrated and/or submitted at the completion of both the first quarter of Senior Project as well as the completion of the project. These items *may* change during the course of the project but changes shall be discussed with and agreed upon by the advisor.
- A space for both the signatures of the advisor and advisee should be provided at the end of the document. The project proposal will be deemed "accepted" upon the signature of both the advisor and advisee. Upon acceptance of the senior project proposal, the advisor will sign the appropriate departmental forms.

**2. Status Reports:** Status reports should be submitted according to the following schedule. All status reports should be submitted in hardcopy form no later than Friday 5:00pm of the stated week. Status reports should be professional, concise, and complete; the length of the status report is therefore variable.

- First Quarter: Weeks 3, 5, and 7.
- End of First Quarter Report: Week 10.
- Second Quarter: Weeks 2, 4, and 6.

**3. Final Reports:** Drafts of the Senior Project reports should be in readable and complete form when submitted. Fine corrections will be made in the report; an ill-prepared report requires too many fine corrections and will be returned to the advisee unread. It is highly suggested that you not save the writing of the report to the last minute since you'll need to read over your own work before submitting it. The Senior Project report should have the following qualities:

- The report should be written in Microsoft Word.
- The report should contain as many visual aids as possible. If pictures are used in the report, the quality should be adjusted so that a full page image is not larger than 150k bytes.
- Each figure and table appearing in the report should be labeled with a caption. The caption feature in Word should be used for this process. Each figure and table appearing in the report should also be referenced in the body of the report at least one time. This reference should use the cross-referencing feature of Word.
- The report should contain a table of contents and a table of figures.
- The report should use Word section headings and appropriate section numbering. This allows Word to automatically generate the table of contents and table of figures
- The body of the report should use double spacing. Single spacing should be use for portions of text that are included in the Appendix of the report.
- Any source code included with the report should use a courier font. If significant amounts of source code are included with the report, no larger than an 8-point font should be used.
- Final Report Outline: An outline including 4-5 pages of text should be submitted in electronic form no later than Week 7. The Senior Project Handbook provides a reasonable starting point for the final report structure. Other senior report format questions should be discussed with the advisor.
- Final Project Report: A complete first draft of the final project report should be submitted in electronic form no later than Week 8 of the second quarter. This report will be returned to the advisee with suggested edits no later than Week 9. The final project report should be submitted in electronic form no later than Friday 5:00 of Week 10. The advisee can expect at least one more iteration in this process before the report is deemed complete by the advisor.

**Final Project Demonstration:** Final project demonstrations should occur no later than Wednesday 5:00pm of Week 10. It is the advisee's responsibility to schedule a demonstration time with the advisor. The advisee should keep in mind that Week 10 is a busy week which could impact the scheduling of demonstration times.

**Senior Project Grading:** The grading of the senior project is based on the following criteria and weightings. The advisee should note that senior project grading is inherently subjective.

First Quarter Grading	
Item	Weight
Week 3: Status Report*	10%
Week 5: Status Report*	15%
Week 7: Status Report*	15%
Week 10: End of Quarter Status Report**	60%

Second Quarter Grading	
Item	Weight
Week 2: Status Report*	5%
Week 4: Status Report*	5%
Week 6: Status Report*	5%
Week 7: Final Report Outline*	5%
Week 8: Final Report First Draft***	10%
Week 10: Final Report Second Draft***	10%
Week 10: Project Demonstration**	30%
Week 10: Final Report Quality	30%

\*Graded primarily upon timely submission

\*\*Graded on both timely submission and the attainment of agreed upon goals

\*\*\*Grade upon timely submission, completeness, and overall quality