

Students are required to produce a term project, building upon and complementing the material covered in class. You will be working with other class members as part of a team. Teams will be formed during the third class, in plenty of time for you to meet, plan, and work with other members of your team. Some class time may be set aside for team meetings. Projects must culminate with either a presentation for the class or the submission of a final report.

A set of suggested projects is included below. You may select one of the suggested projects below, or you may devise your own comparable project. All projects must be approved by the instructor. Teams must submit a well-organized proposal of one to three pages in length. The proposal should clearly describe the project to be undertaken, including the topic to be covered, any investigation, development, or experimentation to be conducted, the expected results, and the final form of the project (i.e., presentation or report). Proposals will be reviewed and must be approved by the instructor.

IMPORTANT DATES

Budget your time wisely for the team project. Plan a time-table for your project and take pains to observe the deadlines.

INITIAL TEAM MEETINGS:	Class #3
PROPOSALS DUE:	Class #4
PROPOSALS RETURNED:	Class #5
PROJECT PRESENTATIONS/REPORTS DUE:	Class #10

PRESENTATION GUIDELINES

Plan to give a 30 minute over-head presentation, with time for questions and discussion. Presentations should be self-contained, and should be clear and precise. Briefly introduce the topic including any background information, describe the investigation, development, or experimentation that was conducted, and provide any demonstrations developed as part of the project, or describe the results of the investigation or experimentation. The following format is suggested:

- (1) Title. Name the project and all the team members.
- (2) Outline. Summarize the full presentation.
- (3) Introduction. Introduce the purpose and goals of the project. Provide any background material necessary to understand the presentation.
- (4) Investigation, development, or experimentation conducted. Describe the actual work performed during the project.
- (5) Results. Show any demonstrations developed or results achieved during the project.
- (6) Conclusion.
- (7) Questions and discussion.

REPORT GUIDELINES

Each term project will result in a detailed 10-20 page written technical report. The project report should be neat, readable, and self-contained. Also, it should be written with the readers in mind. Any class member should be able to understand your report, and benefit from the results you obtain. Therefore, you should include adequate references and/or background materials and you should use tables, diagrams, graphs, figures, and portions of printouts to enhance readers' comprehension of your project.

The following format is suggested. You don't have to follow it exactly. Some sections may not be needed, or additional sections may be necessary. In all cases, please type and paginate your report!

- (1) Abstract. It comes first in your report, but you write it last.
- (2) Summary. Gives succinct information on the purpose, methods, results and conclusions reported.
- (3) Introduction. Include background material and discuss the scope and limitations of your project.
- (4) Discussion. The body of your report. This includes the methodology used. Be sure to fully describe any figures, tables or diagrams you include.
- (5) Results.
- (6) Conclusions.
- (7) Recommendations, especially for future work and unsolved problems.
- (8) References (must always be included), annotated if possible.
- (9) Appendices, including supporting material as needed.

Do not submit complete computer outputs. Relevant excerpts from program listings or output should be included, but reduced to the size of the rest of the report and containing either as figures or tables in the text or as an appendix.

GENERAL GUIDELINES

The format for written reports and copies of presentation slides is 8.5 x 11" white paper, stapled in the upper left corner. NO plastic or cardboard or cellophane covers. NO binders. Submit two copies of each report or set of presentation slides, one for grading and return, one for the instructor to keep.

Grading of written reports and presentations will be based upon substantive content, appropriate organization and use of allotted report size or presentation time, and effectiveness of the presentation or report. Multiple errors in grammar and spelling are unprofessional and detract from the clarity of your report or presentation and will be graded accordingly, so use a spell checker!

NOTE: Plagiarism is stealing or passing off the ideas or words of another as one's own -- using material without crediting the source. This is prohibited behavior and will not be tolerated. Take the time to properly cite material written by someone else -- include references, put verbatim quotes in quotation marks, and do not paraphrase excessively. If you have questions about this, ask me.