Colorado State University

2016/17 Senior Design Program:
Choosing a Project and Signing-up

All students interested in starting senior design in the fall 2016 should attend a sign-up session on Friday, April 15th, 2 - 3:30 pm in C105. Most professors offering projects will be present to talk to students, explain what their projects are about, and accept applications on the spot. Paper copies of the application should be handed during the meeting; in addition, you will need to submit a pdf version via e-mail after the event to potential supervisor and olivera@colostate.edu. 

Handing in hard copy of the application at the event shows your intent to apply via e-mail.

This document explains the sign-up procedure for Senior Design Program for the academic year 2016/17:

**Registration for ECE401 Senior Design:**
Every student should register for the lecture and lab. There is only one section of each, regardless of the project student is working on.
Please note: you will not be able to register for ECE401 until accepted on a project and supervisor confirms that he/she has agreed to supervise you. It is important that you copy olivera@colostate.edu on all your correspondence with potential supervisors, since O. Notaros is faculty giving overrides needed for registration. You are required to provide your CSU ID in your signature, next to your name, in all emails.

**Prerequisites:**

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<th>EE major:</th>
<th>CpE major:</th>
<th>L&amp;OE:</th>
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**Missing pre-requisites:**
EE and CpE students are eligible to apply for senior design project if missing up to two pre-requisites: either horizontally (e.g. 312 and 332) or vertically (e.g. 311 and 312).
L&OE students must pass: ECE311, ECE331 and ECE341; they are eligible to apply for senior design project if missing up to two courses from the following list: ECE332, ECE342, PH314 and PH353.

**Course conflict / Time override:**
If a student wishes to enroll in a course that has time conflict with ECE401 or ECE402, he/she must contact O. Notaros for an approval.
- Approvals will be given for courses from other departments only if they are absolutely needed to complete another major/minor and there are no other options for a student (email from advisor is needed to confirm that there are no other options). Time conflict overrides will not be given for a course that student “wants to learn” or that “fits his/her schedule better”.
- Approvals will not be given for any 400- and 500- (or higher) level ECE course.
- Approvals will not be given for the courses that conflict with weekly lecture time.
There are no exceptions to this rule. ECE401 is offered in both fall and spring semesters, so student should consider starting ECE senior design a semester later if he/she wishes to take a time-conflicting course.

**Step 1 – Choosing a project and applying:**

Although students should submit their project application as paper copy during the 4/15 event, they must e-mail a pdf copy of the same document to professor and O.Notaros by the end of the day on Monday, 4/18.

There are three ways student may choose a project:
- Read through the list of the offered projects for AY 2016/17, choose a project, talk to the supervisor on April 15th, and apply for it. If a project has been originated by a CSU professor, two applications should be submitted: one directly to the supervising professor and the other to Olivera Notaros olivera@engr.colostate.edu. If no name has been listed for the ECE faculty sponsor, only one application should be submitted to olivera@engr.colostate.edu. Application should be up to two pages long and contain short resume and a statement why would a student like to work on the project he/she is applying for. The project application template can be downloaded [here](#). It is recommended to submit pdf of the application (not word document).
- A student may directly approach professor on April 15th and together with him/her come up with a project description. If a project has been originated this way, only one application should be submitted to olivera@engr.colostate.edu; the other copy of the application should be submitted to the professor upon his/her request.
- A highly motivated group of students may come up with a project idea and approach one of the professors to supervise their project. Those students need to submit an application with their resumes and project proposal to the professor that has agreed to supervise and olivera@engr.colostate.edu. Such a team should preliminary talk to O. Notaros to determine if project is acceptable and discuss potential supervisors.

**Step 2 – Acceptance**

Professor you have applied to work with will email you his/her decision; he/she may even request to meet and interview you in person before deciding if you and the project will be a good fit for each other.

It is very important to accept or deny professor’s offering as soon as possible, after receiving the acceptance email.

**Step 3 – Completing the ECE401 registration**

After being accepted on a project by the supervising professor and/or industry mentor, a student should send an e-mail to olivera@engr.colostate.edu to finalize the ECE401 registration. The email should state that he/she has been accepted on a project *name* with Prof. *name* and that he/she needs overrides *list all that apply*. The email must include CSU ID.

There are three types of overrides for senior design:
- General override: everyone needs this,
- Missing prerequisite override: list which pre-reqs are missing, and
- Time conflict override: list the conflicting course (this override should be approved beforehand). Please be clear when requesting an override and state which of the three you need.

**Failing a second semester pre-requisites:**
CSU will automatically drop you from ECE401 if you fail one of the second semester prerequisites. Therefore, it is very important that you email professor that has accepted you on his/her project as soon as you realize that you have received D or lower on ECE312, 332, 342, 452 or CS320 and request to remain on the team.
Decision to keep you or not is upon the professor that has accepted you.
Do not forget to copy olivera@engr.colostate.edu on the email sent to your supervisor.

**If your plans change over the summer…**
If you have been accepted on the project and your plans change over the summer such that you will not be starting senior design in the fall, contact supervising professor and O. Notaros to let them know. Teams are carefully put together, and missing any team members can be detrimental to the work planned.

After choosing a project and forming a group each student should get a Design Notebook, a letter-size notebook with all pages numbered. Any work done on the project over the summer should be recorded inside the notebook along with a time-log (keep track of time spent working on the project each day that you complete any work). The Design Notebook requirements will be discussed in detail during the first senior design meeting in August.

**In order to simplify and speed-up the application procedure PLEASE USE THE RECOMMENDED e-mail SUBJECTS ONLY:**

- **Subject:** ECE401 for 2016/17 Project Application
  - **e-mail body:** Student name, project he/she is applying for, and professor’s name
  - **Attachment:** The application file (pdf preferred)

- **Subject:** ECE401 for 2016/17 Time Conflict
  - **e-mail body:** Student name and explanation of the conflict
  - **Attachment:** none

- **Subject:** ECE401 for 2016/17 Participation Approved
  - **e-mail body:** Student name, project he/she has been accepted on, and professor’s name. Request for an override and which type: general or missing a prerequisite.
  - **Attachment:** none