2019/20 ECE Senior Design Program:
Choosing a Project and Signing-up

All students considering senior design for the fall should attend

- Orientational meeting on Wednesday, 3/27, 6:00 – 7:00 pm in Engr 120. This meeting is between students (juniors) and Olivera, only – no professors.
- Sign-up session on Friday, 4/19, 3:00 – 5:30 pm – exact schedule of the event will be emailed to the students. Most professors offering projects will be present to talk to students, explain their projects, and accept applications on the spot. Paper copies of the application may 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 student’s intent to apply in Round#1 via e-mail.*

This document explains application, acceptance and registration procedure for Senior Design Program for the academic year 2019/20:

**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.
Registration overrides will be given on individual basis, after student gets accepted on a project and supervisor confirms that he/she has agreed to supervise them. It is important to copy olivera@colostate.edu on all correspondence with potential supervisors, since O. Notaros is faculty giving overrides needed for registration. CSU ID should be included in all emails, in the signature, next to student’s name.

**Prerequisites:**

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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&O 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, after being accepted on the project, they must email O. Notaros and copy C. Johnsrud for an approval.

- Students can not take any other course during 12:00 - 1:00 senior design lecture time slot (no exceptions!)
- Students may be able to take another course 1:00-2:00 if it is absolutely necessary for graduation, and they have no other options. If it is a course for another major/minor, they will need to provide documentation that the course is required. If override is for an ECE course, they will need confirmation from Ms. Johnsrud that they have no other option. In case senior design weekly lecture is scheduled to last past 12:50, students will be expected to remain in senior design weekly lecture (and miss lecture for the other course). **O.N. note:** around one third of lectures in the first semester last longer than 50 minutes.
- After 2:00 pm, students may be eligible to take major related courses (tech electives, SME, requirements) that cannot be taken at any other time that semester. Students cannot take AUCC or other non-major courses.

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 they wish to take a time-conflicting course.

**Step 1 – Choosing a project and applying:**
Although a student may leave project application as paper copy during the 4/19 event, they must email a pdf copy of the same document to professor and O.Notaros by the end of the day on Sunday, 4/21.

There are three ways to choose a project:
- Read through the list of offered projects for AY 2019/20, choose a project, talk to the supervisor on April 19th, 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@colostate.edu. If no name has been listed for the ECE faculty sponsor, only one application should be submitted to olivera@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 19th 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@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@colostate.edu. Such a team should preliminary talk to O. Notaros to determine if project is acceptable and discuss potential supervisors.
Application procedure has been changed this year:

- This year, we will have three application rounds: Round#1, Round#2 and Round#3. Each round will last Saturday – Friday.
  - Round#1: Saturday 4/20 – Friday 4/26
  - Round#2: Saturday 4/27 – Friday 5/3
  - Round#3: Saturday 5/4 – Friday 5/10
  - Open round: Saturday 5/11 until everyone is accepted on the project. In this round, students may apply at any time, and re-apply if needed with no specific deadline. However, they may apply to one project at a time.

- Students may apply to only one project during each round. If they do not get a response by the end of the current round (Friday), they should apply to a different project during next Round.
- Students may not apply to two projects during any Round, or they will have to wait until the next Round.

Step 2 – Acceptance
After receiving application, supervising professor may immediately respond with his/her decision (if they met and introduced during the 4/19 event), or professor may request to meet and interview a student in person before deciding if applying student and 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@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 and reason for taking it

Please be clear when requesting an override and state which of the three are needed.

Failing a second semester pre-requisites:
CSU will automatically drop students from ECE401 if they fail one of the second semester prerequisites. Therefore, it is very important that student emails professor that has accepted them on his/her project as soon as they realize that they have received D or lower on ECE312, 332, 342, 452 or CS320, and request to remain on the team. Decision to keep student or not is upon the supervising professor.
Do not forget to copy olivera@colostate.edu on the email sent to the supervisor.
Any student missing more than two pre-requisites at the end of spring semester will be required to drop senior design.
If your plans change over the summer...
Life happens! If accepted on the project, and major change of plans happens over the summer, such that student will not be starting senior design in the fall, they should contact supervising professor and O. Notaros to let them know. Teams are formed with a lot of care, so missing any team member 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). Senior Design Notebook requirements will be shared at the beginning of May and 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 FA’19 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 FA’19 Time Conflict
e-mail body: Student name and explanation of the conflict
Attachment: none

Subject: ECE401 for FA’19 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