



Senior Design Program

End-of-Semester Requirements

Spring 2012

The end-of-semester requirements slightly differ depending on the semester of the project.

The following is due ([check-off list](#)) towards the end of the first semester (ECE401 students):

- **Written Report**

Written report is a *group effort* of all members of the team. It should talk about the project management: what has been done so far and what are plans for the next semester. If appropriate, include a discussion on budget - what was planned, and how much has been spent or donated so far, with specifics. Also, talk about the marketability of the project, if appropriate. The medium (electronic or hard copy) for submission of reports to the advisor is determined by each project advisor; however, an electronic (**pdf**) copy of the report must be e-mailed to Head of Senior Design, Olivera Notaros (olivera@colostate.edu) by midnight on Sunday, April 29, 2012 and available on the project website by 5pm on Friday, May 4, 2012. There is a 10% penalty per business day for any late submissions. Due to the existing nondisclosure and/or intellectual property agreements between team members and project originators, teams may choose to post on the web full version of the report, revised version of the report, or no report at all, in which case it should be clearly stated on the front page of the posted document.

- **Plans for the next semester**

An additional one- to two-page document *per group* should be submitted along with the written report. Although portions of this text should be included in the report, it should be submitted as a separate document as well. Define deliverables and timeline for the second semester. This document should be e-mailed to olivera@colostate.edu by midnight on Sunday, April 29, 2012 and posted on the web by 5pm on Friday, May 4, 2012. There is no strict format for this document; pdf of a word, excel, or Microsoft Project file will be fine.

- **Peer evaluation**

Each member of the team must submit, *individually*, Peer Evaluation Form to O. Notaros. The form is due by 5pm on Friday, May 4, 2012. Failure to submit an evaluation form will result in a *peer grade* of 0 (zero) for a student not submitting the form (and in by one grade lower final semester grade).

- **Self evaluation and individual goals for the next semester**

As another *individual* effort by every member of the team, an additional one-page document including your self-evaluation and your goals for the next semester is required.

On that page, you should write about your senior design experience so far, evaluate your own work, and outline your plans for the next semester as an individual member of the team. What are the areas you plan to improve in and what will you do to learn even more in the next semester? This document should be submitted to O. Notaros, along with the Peer Evaluation Form, by 5pm on Friday, May 4, 2012. There is no strict format for this document; pdf of a Word file will be fine.

- **Oral presentation**

An oral presentation at the end of this semester will not be organized by the department. It is left up to the supervising professor or industry mentor to require and schedule the oral presentation for the group.

- **Project Web site**

Project web site should be updated by 5pm on Friday, May 4, 2012. Date of the last update should be clearly shown on the main page.

- **Design Notebook**

Design notebook should be submitted to O. Notaros by 5pm on Friday, May 4, 2012 and picked up before 5pm on Friday, May 11, 2012 from the Front Desk in the ECE Main Office. Any notebooks left after 5pm on May 11, 2012 will be discarded. At the end of the time log, clearly state time average for the Spring semester, calculated as number of hours spent on the project between January 14th and May 4th divided by 15. Do not include any hours before and after given time period; those hours will be included at the end of second semester.

The following is due ([check-off list](#)) **towards the end of the second semester (ECE402 students)**:

- **Written Report**

Written report is a *group effort* of all members of the team. Besides the technical part of the project, it should talk about the project management, ethical concerns/issues, budget, manufacturability, and marketability of the product. It should discuss the rationale of project continuation and describe project phases, in case continuation is recommended. The medium (electronic or hard copy) for submission of reports to the advisor is determined by each project advisor; however, an electronic (**pdf**) copy of the report must be submitted to Head of Senior Design, Olivera Notaros (olivera@colostate.edu) by midnight on Sunday, April 29, 2012 and available on the project web-site by 5pm on Friday, May 4, 2012. There is a 10% penalty per business day for any late submissions. Due to the existing nondisclosure and/or intellectual property agreements between team members and project originators, teams may choose to post on the web full version of the report, revised version of the report, or no report at all, in which case it should be clearly stated on the front page of the posted document.

- **Recommendation for project continuation**

An additional one- to two-page document *per group* should be submitted along with the written report. Although portions of this text should be included in the report, it should be submitted as a separate document as well. This document should discuss the rationale of

project continuation and set guidelines for further steps. It should be e-mailed to olivera@colostate.edu by midnight on April 29, 2012 and posted on the web by 5pm on Friday, May 4, 2012. There is no strict format for this document; pdf of a Word file will be fine.

- **Peer evaluation**

Each member of the team must submit, *individually*, Peer Evaluation Form to O. Notaros. The form is due by 5pm on Friday, May 4, 2012. Failure to submit an evaluation form will result in a *peer grade* of 0 (zero) for a student not submitting the form (and in by one grade lower final semester grade).

- **Self evaluation**

As another *individual* effort by every member of the team, an additional self-evaluation document is required. This document should be submitted to O. Notaros, along with the Peer Evaluation Form, by 5pm on Friday, May 4, 2012. An outline of this document is shown in the downloadable file.

- **Oral presentation**

An oral presentation at the end of this semester will not be organized by the department. It is left up to the supervising professor or industry mentor to require and schedule the oral presentation for the group.

- **Project Web site**

Project web site should be updated by 5pm on Friday, May 4, 2012. Date of the last update should be clearly shown on the main page.

- **Design Notebook**

Design notebook should be submitted to O. Notaros by 5pm on Friday, May 4, 2012. At the end of the time log, clearly state time average for the second semester, as well as **total** number of hours worked on the project. Time average represents number of hours spent working on the project between January 14th and May 4th divided by 15; total number of hours should include all dates and times since you got accepted on a project. Design notebooks will be kept by the department, unless other arrangements have been made with O. Notaros. Students continuing work over the summer should make prior arrangements with O. Notaros.