

ECE Graduate Committee
MS Project Guidelines

Scope: These guidelines apply to MS Projects performed as SC910, SC911, SC913, SC914.

Process

1. Students sign up for MS project with individual faculty, completing Project Proposal Form (not the same form as required by registration, which is the petition for independent coursework).
2. Each project is assigned a reader (in addition to adviser as reader) by the Graduate Chair.
3. A mid-term project report is due by the end of the 8th week of classes (11/9/07).
4. The reader is responsible for providing an assessment to the advisor and student within one week based on the mid-term report and the expectations set in the project summary.
5. A draft final report in the form provided is due to the advisor and reader on the Monday preceding the MS Project Symposium (12/10/07).
6. A final project presentation in poster format is performed at the MS Project Symposium. The reader and advisor are expected to attend the presentation.
7. The reader performs an assessment of the presentation and report and provides this to the project advisor on the day of presentation.
8. Electronic copies of MS projects, including presentation materials, are submitted to the ECE Senior Programs Coordinator (Karen Galvez) prior to awarding of the grade.

Project Specification

The MS project proposal is an agreement between the student and the project advisor. It is submitted at the beginning of the first semester of the MS project. The proposal may serve as a guide for the student in calibrating his/her effort and for the advisor in grading. It should therefore be more detailed than a mere abstract. It should specify:

- Goals and methods of the project
- Timetable and milestones
- Deliverables: These necessarily include a final report to be approved by the readers, and a presentation at the departmental venue.
- Potential critical paths: For many topics there may be issues that turn out to be critical and may not be solved in a short project time. At this point the advisor/reader can decide that the students may not reach the final goals but has gone over enough material to warrant the finish project status. If we can make an effort to specify the potential problems at the beginning, we can avoid too difficult topics of grading issues.

Presentation Expectations

Presentations will be in poster format. The presentations should capture the essence and significance of the projects. The advisor and reader are expected to attend the student's presentation.

Reader Assignment

Readers will be assigned by the Graduate Chair to (a) match project areas to faculty, and (b) equitably distribute the reader responsibility. Faculty with multiple MS Project advisees will be excused from performance of referee duties.

Grading

Grading will continue to be the purview of the advising faculty member. The role of the reader is to provide an assessment that will assist the advisor in expediting project results (midterm) and in final grade assignment. Grades of pass/fail are acceptable outcomes. Forms are provided for assessment of the report and presentation (same form).