

Deadlines	
March 30	▪ Discuss idea for your project with me
April 6	▪ Submit introduction, literature review, and questions to be answered
April 16	▪ Collect data
April 27	▪ Analyze the data, write report, and prepare presentation
May 3	▪ Present results to the class & submit report

Grading scheme:	<u>Possible Points</u>
Discuss idea for your project with the instructor	10 points
Written design of experiment	10 points
Presentation	
▪ Originality	10 points
▪ Creativity	10 points
▪ Time management	10 points
Written report	
▪ Originality & Creativity	15 points
▪ Elaboration & Neatness	15 points
Participation	10 points
Following guidelines & meeting deadlines	10 points
Total Points	100 points

Report Writing:

- Refer to journals in your major area for writing style. Some examples are on my website.
- Include only necessary tables and graphs.
- Use single spacing and 12-point font.
- Print only on one side of letter size paper with 1 inch margin on all 4 sides.
- Fit your report in maximum 10 pages including tables, figures, and appendices (if any).
- Each report should have at least these sections:
 - Title
 - Names of participants and departments
 - Abstract
 - Introduction (discuss the background of your selected problem)
 - Methods (describe design of experiment, i.e. how the data was collected)
 - Analysis (Statistical methods used for analysis and results)
 - Conclusions

Note that different journals use different section titles. Refer to publications related to your project and interest.

Presentation:

- Presentation time is limited to 5 minutes. Confine your presentation to the main points only.
- Speak from notes - do not plan to read verbatim the written version of your report.
- Be sure to use visuals (for example: Overhead projector, LCD projector, or slide projector). PowerPoint is available on the computers in the lab for students to use for presentation.
- Remember that many points sound differently when presented orally than when the reader can go back and forth over the printed words and symbols.
- Your visuals are to aid your presentation and convey information in an understandable form to the audience. Avoid illegible clutter.