Final Report Requirements

15 - 20 pages (Approximate report length).
Reports must be word processed, with the exception given to diagrams.
Check spelling and grammar.
All non-original material must be properly referenced.
The final report is due during the lecture period of the week before finals and will not be accepted late.
The report must adhere to the following format.

Letter of Transmittal
Title page
Abstract
Table of contents
List of Illustrations
Introduction
Body of Report
May be organized in any of these ways or a variation depending on type of paper:
- Methods
- Results
- Discussion
- System Description
- Conclusions
- Recommendations
- Analyses
- Detailed Discussion
- Conclusions

Glossary
References
Appendix

Oral Presentation Requirements

This is your opportunity to present the information from your report orally to the class. Review chapter 21 for guidance on your presentation. Deliver it using Power Point Presentation.

Presentation should include an introduction, the body of your study and a conclusion.

Assume that your audience does not have technical expertise in your field.

Each student will be allowed 10 - 12 minutes.

Evaluation will be based on:
- Clarity of presentation
- Appropriate use of visual aides
- Thoroughness with which topic is covered.