General Guidelines

You are required to write and submit reports/summaries. Recall that summaries are individual assignments and reports are group assignments. To pass this class, you need at least B - on all assignments.

Guidelines for presentation summaries:

- The summary should have a title, the author’s name and the submission date
- Use Times New Roman 11pt or similar font
- Use 1.5 spacing
- Use margins 1 inch (top, bottom, left and right)
- Word count: about 441 words.
- Please type. Handwritten summaries are accepted only if you can prove that you are artist with an exceptional talent.
- Do not plagiarize, work alone.

Guidelines for team reports:

Work is done in groups of four. Your teammates are assigned randomly by the instructor. Electronic submission is required in addition to paper submission. Your report will be checked for plagiarism. If the software shows that you copied, even small parts of the report, you will automatically fail this class. No second chance will be given in this case.

When you write your report, keep in mind that you are an engineering student, your report should be more in depth than Wikipedia or how stuff works. You should be able to show good understanding of the topic you are addressing and explain it effectively to someone who has basic science and engineering knowledge like yourself. Use graphs, pictures, and figures to help the reader understand the topic. You also should have references at the end of the report.

- The report should have a title, the authors’ names and the submission date
- Use Times New Roman 11pt or similar font
- Use 1.5 spacing
- Use margins 1 inch (top, bottom, left and right)
- Word count: about 2105 words.
- Do not plagiarize, work with your teammates.

The first page or so of the report is reserved for a short description of the work breakdown structure (how works is divided among teammates). The team should designate a team leader and possibly an editor. Each team member contribution should be around 25%. The projects topics are detailed below.