

## ECE 499 Project Approval Form

**Department of Electrical and Computer Engineering**  
 University of Waterloo  
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### Instructions

1. Fill in the appropriate details and sign this form.
2. Have your supervisor read and sign this form.
3. Submit the form to the ECE 499 Course Co-ordinator.
4. Copies will go to all three of the above individuals and the Undergraduate Advisor and Coordinator.

### Student

UW Student ID Number  	Surname	Given Name(s)
Project Working Title		Term <input type="checkbox"/> Fall <input type="checkbox"/> Winter 20 ____ <input type="checkbox"/> Spring

### Supervisor

Name	Department <input type="checkbox"/> ECE	Extension
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### Requirements

The objective of this elective is to provide the student with an opportunity of studying, in depth, a topic of their choice. In doing so, they are expected to demonstrate initiative and ability to define a problem and develop a solution logically and accurately, so that they can appreciate, discriminate, and draw conclusions from observations and ideas. They also need to demonstrate they can make recommendations and communicate effectively by means of a written report on their work.

In their 4A term, each student who elects to do an ECE 499 project proposes a topic of their choice and arranges for a faculty member to approve their proposal and to act as their project supervisor. The student may also select a topic from a list of projects provided by the faculty. There is a great deal of latitude in the choice of topic and the department supplies materials and provides technician/computer-time and test equipment, all within reasonable limits dictated by budgetary constraints. (If there are costs to be covered, then once a project has been selected, a cost estimate has to be submitted within a week to the ECE 499 Co-ordinator for approval. This cost estimate must be arrived at with the Project Supervisor. Once the ECE 499 Committee approves the cost estimate, an account number will be issued. A new approval is required for expenses beyond the cost estimate since an account is automatically closed when the approved allotment has been spent.)

The final report must contain at least the following:

- a) A dated Title Page
- b) A Summary of the Report
- c) A Table of Contents
- d) The body of the report, suitably subdivided into sections
- e) Conclusions and Recommendations
- f) (if applicable) A table comparing the estimated and actual costs, including: material bought, supplies, labour, computer costs, plus any other expenses that may have occurred
- g) References

The length of the report should be no longer than 5000 words or up to 25 pages of double-spaced typing, not including tables, graphs, diagrams, comparison of estimated and actual costs, etc. It is to be noted by students that they normally have three weeks at the beginning of the term for course changes and to decide whether to take the project or not. Also, they must submit their project report at least one week before the end of the designated exam period, preferably before the end of lectures, but this can be arranged between the supervisor and course instructor. This leaves at least eight weeks to do the project and write the report. For any further information, please send email to both the ECE 499 coordinator (see above) and eceadv@uwaterloo.ca.

The normal ECE 499 project involves one supervisor, one student, one report and one co-reader. If multiple students are involved in a piece of work, they should have separate topics and produce separate reports. By signing, I have read and understood these requirements.

Student's Signature	Date
Supervisor's Signature	Date
ECE 499 Co-ordinator Signature	Date

**Required Information****ECE 499 Engineering Project**

An engineering project requiring the student to demonstrate initiative and assume responsibility. The student will arrange for a faculty supervisor prior to registration. Students can propose their own topic. A project report is required at the end of the term.

Offered every term.

No scheduled classes.

No instructor. Speak to the current ECE 499 Co-ordinator.

No teaching assistants.

Course objectives are summarized in the requirements section.

No required text or reading.

The submitted project report constitutes 100% of the final grade.

Group work is not allowed unless explicitly authorized by the supervisor.

If the due dates specified in the requirements section are not met, a grade of 0 will be awarded to the student.

Projects are to be submitted to the supervisor as specified in the requirements section.

**Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check [www.uwaterloo.ca/academicintegrity/](http://www.uwaterloo.ca/academicintegrity/) for more information.]

**Grievance:** A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4, [www.adm.uwaterloo.ca/infosec/Policies/policy70.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm). When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

**Discipline:** A student is expected to know what constitutes academic integrity [check [ww.uwaterloo.ca/academicintegrity/](http://ww.uwaterloo.ca/academicintegrity/)] to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, [www.adm.uwaterloo.ca/infosec/Policies/policy71.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm). For typical penalties check Guidelines for the Assessment of Penalties, [www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm](http://www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm).

**Appeals:** A decision made or penalty imposed under Policy 70 (Student Petitions and Grievances) (other than a petition) or Policy 71 (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) [www.adm.uwaterloo.ca/infosec/Policies/policy72.htm](http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm).

**Note for Students with Disabilities:** The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.

**Turnitin.com:** Plagiarism detection software (Turnitin) will be used to screen assignments in this course. This is being done to verify that use of all material and sources in assignments is documented. In the first week of the term, details will be provided about the arrangements for the use of Turnitin in this course. Note: students must be given a reasonable option if they do not want to have their assignment screened by Turnitin. See: <http://uwaterloo.ca/academicintegrity/Turnitin/index.html> for more information.