M E M O R A N D U M

**TO:** ECE 499 Project Supervisors

**FROM:** Prof. Mark Crowley, ECE 499 Coordinator

**DATE:**

# RE: ECE 499 Project Grade Report

You are listed as the supervisor for the following student’s ECE 499 project. **Please complete the required information on both sides of the page.** **A second reader is required for confirmation of the grade.** Please return this form to the ECE 499 Co-ordinator by no later than one week after the official end of classes for the corresponding term.

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| --- | --- |
| **Student’s Name:**  | **I.D. Number:**  |

|  |
| --- |
| **Project Title:** |

|  |
| --- |
| **Project Evaluation Comments:** |

|  |  |
| --- | --- |
| **Recommended Grade:** |  |

|  |  |
| --- | --- |
| **Supervisor’s Signature:** |  |

|  |  |
| --- | --- |
| **Second Reader:** |  |

**Please ensure that the student knows that they are to submit an *electronic copy* of the finished report to** **eceadvis@uwaterloo.ca** **for our files.**

**ECE 499 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.

The final report must contain at least the following:

1. A dated Title Page
2. A Summary of the Report
3. A Table of Contents
4. The body of the report, suitably subdivided into sections
5. Conclusions and Recommendations
6. *(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
7. 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 eceadvis@uwaterloo.ca.

The normal ECE 499 project involves one supervisor, one student, and one report. If multiple students are involved in a piece of work, they should have separate topics and produce separate reports.

I have read and understood these requirements:

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Reader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_