

SECOND SEMESTER SENIOR PROJECT

FINAL REPORT GUIDELINES

Each report should contain the following sections, in the order given

TITLE PAGE

Include title of project, names of group members, month and year of report

ABSTRACT

This is a brief summary of the entire report, including objectives, justification, results, conclusions, and recommendations. It does not exceed one page, double-spaced.

TABLE OF CONTENTS

INTRODUCTION

This section includes background information, such as a description of the problem, the justification for undertaking the project, the objectives, and whatever else is necessary for the reader to "get into" the report.

RESULTS AND CONCLUSIONS

This section is a presentation and discussion of the major results, an evaluation of how well you met the objectives of your project, and recommendations for additional work.

TECHNICAL DISCUSSION

The organization of this section, which contains technical details of the work, depends greatly on the nature of the project and on your accomplishments. A typical format (not necessarily the best for every project report) for a project that involves analysis, hardware design, and testing would be the following:

THEORETICAL BASIS (only needed if the project involves a specialized theory)

APPARATUS

1. Design Criteria
2. Design Features (for each major part)
3. Problems Encountered and Solved (in design, fabrication, or testing)
4. Costs

TESTING

1. Procedures
2. Special Test Apparatus (including instrumentation)
3. Results (including data analysis and interpretation)

REFERENCES

The list of References is provided for the interested reader who wants additional useful information that would not be appropriate to include in the report, either because of its length or its technical detail. Each reference must be specifically cited in the body of the report. The References should be numbered in the order in which they are first mentioned in the report.

TABLES

FIGURES

Tables and Figures should be numbered in the order in which they are referred to in the text. Tables and figures can either be inserted following the page on which they are first mentioned or collected in one section, just ahead of the Appendices.

APPENDICES

The appendices are usually only read by those continuing the project or working on related projects.

Sample calculations should not be included in the main body of the report. Instead, they should be put in an Appendix. Calculations must be accompanied by some explanatory text so that the reader can figure out what all the numbers mean. The Appendices should also be numbered (or lettered) in the order in which they are referred to in the body of the report. Note that Reference lists, Tables, and Figures are not to be put into Appendices.

You should assume that your reader is technically competent at the B.S. level in general, but is not familiar with the specific details of your project. Do not assume that the reader has seen your design drawings, read your project notebook, or listened to your oral presentation.