

## Project Description

1. This file contains a detailed description of deliverables for the project. The project grade accounts for a total of 30% of the final letter grade for the course.
2. Each student should submit a power point presentation of 10 slides and an MS Word document of about 2 pages. The presentation and report should name the topic to be studied in the following weeks, how the study will be performed, the division of work, and what issues will be addressed in the study. A soft copy of the presentation in .ppt format and the report in .docx format will be emailed to Sanjay.Khare@rockets.utoledo.edu by 4:00 p.m. on Thursday, 5<sup>th</sup> February 2024.

### Phases I, II and III

3. Phase I, II, and III will be due at 4:00 p.m. on 26<sup>th</sup> February 18<sup>th</sup> March and 5<sup>th</sup> April 2024, respectively.
4. Each phase will have about 25% of the work completed over and above that of the previous phase in terms of PowerPoint slides and the Word report.

### Phase IV

1. Phase IV is due at 4:00 p.m. on Monday, 29<sup>th</sup> April 2024.
2. The Phase IV deliverables are listed below.
3. A report of at least 30 pages not to exceed 45 pages as a Word document and a power point presentation of 40 to 60 slides should be sent by email to Sanjay.Khare@rockets.utoledo.edu by 4:00 p.m. on Monday, 29<sup>th</sup> April 2015. Font size cannot exceed 12 points and cannot be below 11 points. PDF files or other soft copy files of reference material should also be submitted. This material will be looked at if needed and will influence the final grade. Report should be in double line spaced format.

### Guidelines for Report writing:

- i. All reports should be formal, well written and should have title, abstract, author list, contact information, list of references, and various sections such as introduction, description, results, discussion, summary and so on.

- ii. The report will be in your own words.
- iii. Figures should be captioned, referred to, and discussed in the text.
- iv. Equations should be numbered, referred to, and discussed in the text.
- v. No copying or cut and pasting from any book, publication, or website. Follow the guidelines on avoiding plagiarism.
- vi. Check spelling and grammar.
- vii. Any source material such as figures, tables, or equations directly used from the work of others should be properly referenced to the source.
- viii. Provide proper references for material you have consulted during your project. Wherever possible get or generate (by scanning) soft copies of this material.
- ix. Turn in your report, as a soft copy by email as a Word document.
- x. You must use the APA style guide to format your report as shown on the site:  
<http://owl.english.purdue.edu/owl/resource/560/01/>

Guidelines for Project presentation:

- i. Prepare power point presentation, rehearse your presentation, and time it.
- ii. The presentation will be in the classroom during lecture hours.
- iii. Explain your selected topic, elaborate on its need and motivation for its study.
- iv. Give importance to items that you did, that were not covered in class. This will increase the knowledge of other students.
- v. Describe your results, lessons learned, and problems encountered.
- vi. Please cite all copyrighted material in detail.
- vii. Time your presentation for approximately 55 – 65 minutes when uninterrupted.
- viii. It is possible that there are interruptions and discussion on contents you present. If this does happen your grade will not be affected negatively.
- ix. Note that your presentation date is lot earlier than the final submission date.