A proposal must be prepared and submitted to the advisor and then to the department chair. The approved proposal form is then submitted to the Registrar. The proposal requirements and structure are listed below. Follow the template below as a guide. A draft of the proposal and the completed form is due to the advisor at the beginning of dead week prior to the term when work will start. The students will submit the final version of the proposal to the department chair and advisor during the first day of finals week (prior to noon). The lab fee must be paid when the student takes the completed form to the Registrar.

Proposals require the following elements –

**Contact Information:** Name, major, phone number, email address

**Project Title:** This title will be on your transcript (30 characters or less, including spaces)

**Credits:** State the number of credits (1-4 hours per credit per week) and either A/F or S/U

**Course**: EECE 495

**Advisor**: State your advisor’s name

**Background**: Provide a summary of the problem or area of study that you are tackling

**Objectives**: Explain the goals of the project.

**Plan**: Describe the steps required. Include dates for meeting with an advisor in addition to dates for completing steps in your plan. Provide dates for all deliverables.

**Deliverables**: What will be the result of your work upon which the grade is based? Examples include: documentation such as data collected, circuit diagrams, prototype, presentation, poster and/or report.

**Metrics**: How should your results be judged? What determines an “A” grade and a “B” grade? This should include a breakdown of activities/deliverables, the relative weight of each activity, the due dates and late penalty. This will need to be mutually agreed upon with your faculty advisor.

**Resources**: In order to thoroughly answer the following questions, complete the table below. What additional time, talent or resources will be required to complete the work? Is specific hardware or instrumentation required? What prerequisite courses have you completed to ensure you are capable of using the equipment properly and safely? What software/computer resources are required? If the project requires a specific human resource, you will need agreement and a signature from that person before the proposal will be approved.

|  |  |  |
| --- | --- | --- |
| Equipment/Software Needed | Prerequisite Course Completed | Signed Authorization of Faculty/Technician |
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**Lab Fee**: A lab fee ofis required of all projects. All EECE projects will have a computer use ($25/credit) fee.