



VSU Computer Engineering Senior Design Project Advisor Guidelines for Project Timing, Reporting, and Grading

The VSU Senior Design Project was devised to immerse senior engineering students in their technical disciplines through work on an interdisciplinary team chosen to solve a real problem. Besides engineering students, teams may have members from the VSU Business School, the Art Department, and others if the design problem necessitates these skills. To ensure that participants from outside the Department of Engineering & Technology complete the projects, advisors are encouraged to require such students to obtain academic credit for their work through their own departments.

Senior Design problems must have a significant **design** component and may require actually building or fabricating a device, experimental system, or a process system. An original work of software code for a simulation, emulation, or application **may** qualify as a design project work product. A project whose product is strictly a research report will **not** qualify as a senior **design** project.

Students are allowed to seek help from any and all sources and are encouraged to consider multiple designs before selecting and pursuing an approach. More details concerning the organization of the Senior Design Project may be found at <http://www.engrtech.vsu.edu/senior> . Documents are available there that discuss the process by which projects are created and carried out, student reporting guidelines and forms, and the calendar of events for Senior Design during the first three weeks of the academic year

Program Coordinators

For 2007-2008, the computer engineering program Senior Design Program Coordinator is Gymama Slaughter. The Program Coordinators are responsible for maintaining a Project Approval Form for each project and for ensuring that each proposed project meets the Senior Design Project criteria. The Project Approval Forms are used to track the completion of all requirements for each project through the CPEG 400/408 sequence and will be archived by the Program Coordinators as part of the ABET documentation for the Senior Design Project. To have a sponsored project listed on the Senior Design website, faculty members are requested to use the Project Approval Form to describe the proposed project. Descriptions should indicate whether funding is available if a prototype is to be constructed. Projects that require construction of a prototype must have appropriate funding **assured** when the Project Proposal is submitted by the students during the fourth week of the fall semester. Students who form a team and suggest their own project idea are required to use the Project Approval Form to describe the project and recruit a faculty advisor **before** submitting the approval request to a Program Coordinator.

Faculty Advisors

All projects **must** have a Faculty Advisor from the Department of Engineering & Technology. Teams are allowed to recruit a faculty member to be the advisor for their project or a faculty member may sponsor a project and recruit a team to carry out the project. Projects suggested and funded by our industrial partners may be co-advised by an engineer from the sponsoring company. Projects may also have co-advisors from the School of Business, from the VSU Art Department, or from other organizations outside the Department of Engineering & Technology. The Department Chairs authorize

those faculty members who are allowed to act as faculty advisors. Grading, even with input from external advisors, is the responsibility of the VSU Department of Engineering & Technology Faculty Advisor.

Student Requirements

There is a set of minimum requirements that all Senior Design students and their teams must meet regarding work effort and reporting. Faculty Advisors may have additional requirements for their specific teams.

Team Work Sessions

Students are expected to devote a **minimum** of six hours per week to design meetings and work sessions. Advisors may ask students to attend in-class work sessions for up to 6 hours per week. Time has been allotted in the students' schedules for these meetings. However, the students are allowed to set their work schedule so long as it meets the minimum requirements mentioned above and has been approved by their Faculty Advisor. At a minimum, Faculty Advisors are expected to meet with their teams for one hour every two weeks.

Team Reports

Students are required to submit three reports as follows. Guidelines and required elements for these reports may be found on the Senior Design web site. Faculty Advisors are expected to direct the students to make corrections and complete the grading of these reports as shown below.

Project Proposal	due on Wednesday of week 4 of the fall semester grades due to Program Coordinator on Friday of week 6 this grade also needs to be forwarded to the instructor for CPEG 400 (2007– Dr. Slaughter)
Design Report	due on Wednesday of week 14 of the fall semester grades due to Program Coordinator on Wednesday of week 15
Final Report	due on Wednesday of week 14 of the spring semester grades due to Program Coordinator on Wednesday of week 15

Presentations

All teams will present a poster presentation for the Senior Design Presentation (Expo) to be held late in the spring semester. All team members will be present during the Showcase. All teams are required to present a poster. The presentation or poster session will count toward the final grade in CPEG 408 and will be collectively graded by the Senior Design Program Coordinator and the CPEG Program Coordinator and the Chair.

Grading

Faculty advisors are asked to assign a numeric grade to each report and report this grade sections. In order to ensure consistency in grading by faculty advisors for all projects, the grading system attached is suggested but Faculty Advisors should use their own judgement in ranking the importance of the various report elements for their particular project and assign points accordingly. A numeric grade should be assigned and reported to each of the above reports.

Team Malfunctions

Lack of contribution to a team by any member should not be tolerated. Mid-way through each semester, the students will complete a team participation evaluation for each of their teammates and for themselves. The evaluations will be a required exercise in the Senior Seminar. These evaluations have been shown to be an effective means for identifying problems and poorly performing students. Faculty Advisors are encouraged to consult with the Program Coordinators to determine the best course of action should such a problem arise. The Program Coordinator should also be informed if any students are doing so poorly as to require a notification before the final drop date each semester. In certain instances, students may be allowed to change teams but only if the change is made prior to the final course withdrawal date for the fall semester. Team changes must be approved by the Faculty Advisors for both teams (the one being left and the one being joined) and by the Program Coordinator.

University policies regarding honesty and disabilities (below) will be posted on the web site. Faculty Advisors should supply additional information or requirements for their projects.

University Policy on Cheating and Plagiarism

Do NOT plagiarize. This includes information from online sources. All writing must be original and references to information sources must be noted. Each student is expected to have read and understood the VSU Honor System Policy, as set forth in the 2006-2008 VSU Catalog published by the Register's Office.

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require Virginia State University to provide academic adjustments or accommodations for students with documented disabilities. Students seeking academic adjustments or accommodations must self-identify with the Coordinator for Services for Students with Disabilities on the appropriate campus. After meeting with the Coordinator, students are encouraged to meet with their instructors to discuss their needs, and, if applicable, any lab safety concerns related to their disabilities.