

Form 1: Student Sign off Form

Project Title:

Date:

Student Name:

ID:

I have read and understood all of the First Day Materials for the Course. *In particular, this includes:*

1. I am responsible for applying engineering code of ethics.
2. I am responsible for keeping up-to-date with announcements that I will receive from the course coordinator, academic advisor and the project manager;
3. I am responsible for submitting tasks on or before the due date, otherwise I will not get a credit for that task, yet I have to submit it anyway;
4. I am responsible for preparing the Project Logbook Portfolio in a professional way as required;
5. I am responsible for preparing the meeting minutes in a professional way as required;
6. I will assess the work of my team and other teams with honesty and fairness;
7. If my behavior in EEN 498& EEN 499 is deemed significantly unprofessional (e.g., using clearly inappropriate language), I will be banned from the course;
8. If my contribution in EEN 498& EEN 499 is deemed significantly inadequate (e.g., not performing the tasks assigned to me as professional as required), I will be banned from the team;
9. If I am caught cheating, I know that:
 - a) the consequences will be set by the College of Engineering Policy on cheating,
 - b) the sanctions for cheating could be as high as expulsion with a grade of Ex, failure for cheating, recorded in my transcript, and
 - c) cheating includes *but is not limited to*:
 - i) use any customer's confidential information without his permission;
 - ii) submitting work that is not my own or, for team work, not my team's;
 - iii) accepting unauthorized help from other students or providing unauthorized help to other students (for example, giving another team a copy of your team's work);
 - iv) using unauthorized materials; and
 - v) accepting a grade or other credit for team work to which I have not made an appropriate contribution.

Signature

[This page must be signed and returned no later than the last class of the 1st week. Students who are not comfortable signing this document should meet with the course coordinator before the end of the 1st week of the semester to review the requirements as necessary.]

Form 2: Senior Project Proposal Form

Senior Project I&II

Course:	ME 498
Project Title:	
Supervisor (s)	

Description

Objectives

Special Requirements

Requirements

Ensure components	Task/Description	Confirm

Form 3: Senior Project Selection Form

This form has to be completed by a group of students (3-4 students) for doing a team project. The group students will be assigned one project by the program on the basis of the group choices.

Eligible students to take senior design must complete certain prerequisite courses and must meet special requirements. These are:

Student ID	Student Name	Signature

Project Title:	
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Supervisor (s)	Signature

Form 4: Attendance Sheet

Project Title:
Student Name:

Year/Semester:
ID:

No.	Date	Supervisor name	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Form 6a: SENIOR DESIGN PROJECT (ME 498/ ME 499) EVALUATION

Semester:

Project Title:

Student Name: ID No.:

Evaluation Criteria	SLO	KPI No.	Marks			
			Out of	Examiner-1	Examiner-2	Average
Organizing the written material according to the predefined project writing standards	g	27	3			
Comprehensive literature review	h	33, 34	3			
Problem identification and solution approach	c	12	3			
Accuracy of developed mathematical model / system design.	a	1, 2	3			
Planning, conducting, and analyzing experimental results	b	6, 8	3			
Manipulation of obtained results	k	43	3			
Conclusions and recommendations	e	20	3			
Student readiness for project defense	d	15	4			
Student self-confidence, accuracy and honesty	f	24	4			
Improved engineering thinking and engineering sense of the student	i	37	6			
Clear and organized answering of questions	j	44	5			
TOTAL			40			

**Average Marks
(40%)**

Examiner-2

Examiner-1

Name:

Name:

Signature:

Signature:

Supervisor Name:	Supervisor's Evaluation (60%)	
Signature:		

Total Marks (100%)	Number	Words

Moderation Committee

Coordinator Signature:

Date:

Form 6b: SENIOR DESIGN PROJECT (ME 498/ ME 499) EVALUATION (By Supervisor)

Semester:

Project Title:.....

Student Name:.....ID No.:

SLO	KPI No.	KPI Description	Marks	
			Maximum	Obtained
A	1	Apply mathematical and scientific principles to formulate models and systems relevant to mechanical engineering	4	
	3	Performing calculations and analyzing the results	3	
B	6	Preparation of experimental plan, methodology and procedures of data gathering	4	
	8	The analysis and interpretations of data using appropriate theory	3	
C	9	Developing a design strategy	3	
	12	Developing a solution to a real world problem that includes realistic constraints	2	
D	15	Preparation for group meetings	2	
	16	Team spirit and cooperation.	3	
E	19	creativity to explore alternatives Solutions	4	
	20	The step by step understanding of how various pieces of the problem relate to each other and the whole	3	
F	23	Ethical behavior among peers and faculty	2	
	24	Personal responsibility for his/her actions; punctuality, sincerity and generosity	3	
G	27	The organization of the written materials	3	
	28	The presentation of the written work and grammar and spelling	2	
H	33	Awareness of current trends and events	3	
	34	Technical periodicals	2	
I	37	Continuous improvement	4	
J	40	Knowledge of current events in the mechanical engineering discipline	2	
	44	Debates related to engineering field	2	
K	39	Using Simulation tools and appropriate software	4	
	43	Seeking information	2	
TOTAL			60	

Supervisor Name:

Signature:

Date:

Approved by

HoD Signature:

Date: