

## 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 XX 498& XX 499 is deemed significantly unprofessional (e.g., using clearly inappropriate language), I will be banned from the course;
8. If my contribution in XX 498& XX 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 1<sup>st</sup> week. Students who are not comfortable signing this document should meet with the course coordinator before the end of the 1<sup>st</sup> week of the semester to review the requirements as necessary.]

### Form 2: Senior Project Proposal Form Senior Project I&II

<b>Course:</b>	XX 498
<b>Project Title:</b>	
<b>Supervisor (s)</b>	

#### Description

#### Objectives

#### Special Requirements

#### Requirements (References, LAB, Software, ... etc.)

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 and supervisor concerned.

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

Student ID	Student Name	Signature

<b>Project Title:</b>	
-----------------------	--

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 5: Progress Report

**Project Title:**

**Student Name:**

**Supervisor Name:**

**Semester/Year:**

**ID:**

Task description	Task given date	Task due date	Date completed	Supervisor signature