

## EGR110C

### Design Report Assignment—Final Version

**Due Dates:** Design Report (final) is due Monday, 11/5/12, at 11:25AM.

**Description:** Revise your Design Report (draft) to address the instructor's comments and any other issues that you can find. Note that the instructor did not mark all the places where the report can be improved, so carefully read and edit the entire report, not just the places that were marked. **This assignment is to revise your report, so it is not acceptable to turn in your draft report for this assignment.**

**How to submit the assignment:** Only submit a softcopy of your report by going to the Pilots portal <https://pilots.up.edu>, clicking on the EGR110 link, clicking on the Design Report (final) link, and uploading the file. Microsoft Word format is preferred. (If you want to use another format, contact the instructor before the due date to see if it is acceptable.)

**Filename:** The filename must be "Team C? FirstName LastName Design Report Final.docx" where the question mark is replaced by your team number, and FirstName is replaced by your first name and LastName is replaced by your last name. So for example, if I were on team C11, my filename would be "Team C11 Aziz Inan Design Report Final.docx".

**Late Policy:** It is important to turn in professional work on time, so please submit your file early. If the report is late, 5% will be deducted for up to 2 hour late, 15% for up to 24 hours late, and then an additional 20% for up to each 24 hour period after that. So for example, a report submitted one minute late would lose 5%, a report submitted at 2 hours and 1 minute late will lose 15%, and a report submitted 24 hours and 1 minute late will lose 35%.

**Bonus:** If you get 90% or above on the Design Report (draft), you do not need to submit a file for the Design Report (final) assignment. If you choose not to submit a file for the revised assignment, the score from the Design Report (draft) will be used for both assignments.

## EGR110C Design Report Final Grading Guidelines

**FORMAT:** \_\_\_\_\_ points out of 15

- Filename is “Team C? FirstName LastName Design Report Final.docx”
- Page Numbers at bottom of page, except on title page
- Headings and Subheadings Included
- Paragraphs Clearly Delineated (tabbed or separated by a blank line)
- Start sections with a paragraph, **not** a table, figure, or list
- Figure and Tables
  - Keep tables on a single page if possible
  - Number figures sequentially; number tables sequentially
  - Captions (above the tables, below the figures)
  - Keep titles on the same page as the figure or table
  - Refer to each figure or table in the text before it appears
- Consistent Font (12 point Times New Roman)

**CONTENT:** \_\_\_\_\_ points out of 35

- Title Page
  - Title/Name/Group Number (for example C11)/Affiliation/Date
- Introduction
  - Executive summary of the competition and your device
  - Purpose of the report
  - Content of the report
- Background
  - Briefly summarize the competition setup, scoring, and rules
  - Team Goal (which award is your device designed to win?)
- Discussion
  - Design Process
    - Alternatives considered
    - Advantages of the chosen design
    - Risks/disadvantages of the chosen design
  - Device
    - Explain how the device will operate
    - Sketches of device (all three views plus additional diagram)
  - Testing
    - Plan for testing the device
  - Budget (list of parts to be purchased, expected cost of the device)
  - Project Schedule
    - Detailed plan of design, construction, and testing with anticipated dates

- Summary
  - Summarize the major points of the report
- References
  - You **must** cite the source of any material such as text, figures, tables, etc. taken from other sources even if they are modified
  - Cite "First Year Design Project" and **at least one other credible and relevant source**
  - Include complete reference information with a conventional reference style (title, author, publication date, etc.). For examples, see <http://lib.calpoly.edu/research/citations/cse.html>.
  - In the reference section, number the citations [1], [2], etc.
  - Refer to the citations in the text of the report using [1], [2], etc.

**STYLE:** \_\_\_\_\_ points out of 35

- Writing and Grammar
  - No plagiarism (cite source of any material such as text, figures, tables, etc. taken from other sources even if they are modified)
  - Accuracy, Brevity, Clarity
  - Avoid contractions
  - Complete Sentences with appropriate English words
  - Proper spelling, grammar, punctuation (no slang or conversational style)
  - Third person voice (for example "Team D1 build the device" instead of "We built the device")
  - Define abbreviations the first time they are used
  - Transitions between paragraphs

**INDIVIDUAL DEVICE SKETCH:** \_\_\_\_\_ points out of 15

- Each team member produces one view of the device, and includes sketches from the other team members
- All sketches include the name of the team member who drew it
- Title, labels where appropriate, scale
- Neatness (straight lines, neat penmanship)
- All sketches are consistent (refer to the same device)

**TOTAL:** \_\_\_\_\_ points out of 100