

MEMORANDUM

To: ECE 4910 Instructors

From: Neil Cotter

NEC

Subject: Written Reports and IEEE Student Paper Contest Deadline

Date: February 7, 2011

The IEEE Region 6 Northeast Area Student Paper Contest this year is on April 16, 2011 in Boise, Idaho. The competition is being held a couple weeks earlier than in previous years; consequently, we will need to have our written paper contest winner selected and a properly formatted report ready for submission to IEEE by **April 8, 2011**. The Technical Open House this year is on March 31, 2011.

According to the Senior Project Timeline published on the ECE 4900/4910 website, the students should submit a final progress report of their senior projects by the end of Week 10 of Spring Semester: this would be March 18, 2011 (the Friday before spring break). In order to meet the submission deadline for the IEEE competition, the 4910 instructors will need to enforce this report deadline (copy of timeline attached). This report will go to the CLEAR Center instructors, who will run through a check-list of necessary content and proper format (CLEAR will not check grammar). The reports will then be returned to the students for mandatory alterations if necessary.

The reports submitted on March 18, in conjunction with the students' performances during the oral presentations at the Technical Open House, will be used to determine the written paper contest winner who will represent the U of U at the IEEE Region 6 Northeast Area Student Paper Contest on April 16. Second place winners, alternates, and honorable mentions can be awarded as necessary.

The seniors were given information at the Technical Open House kick-off meeting on February 4 regarding written report format and length (please see attached report guidelines page). With the Clinics in mind, there should not be any limit on the length of the final report submitted to the individual sponsors of the Clinics. The instructors supervising Clinic Projects should make sure that these rules do not affect our responsibility to make the Clinics Projects as successful as possible.

UNIVERSITY OF UTAH
ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT

**GENERAL INSTRUCTIONS FOR
COMPLETING REPORT FOR ECE 4910**

1. The report should follow the template available on the ECE 4900/4910 webpage at http://www.ece.utah.edu/~ece4910/index_ECE4900_4910F10.html.
2. Report should be on one side of the page.
3. Figures, equations, tables, and photographs should be prepared in a manner suitable for the IEEE journals. (Consult a journal for samples.)
4. Figures should have complete captions.
5. Text should flow smoothly with equations, figures, tables, and photographs interspersed and identified as appropriate.
6. No equation, figure, table, or photograph should be used unless it is referred to in the text.
7. Submit one complete copy by the specified date (March 18) to be graded. Contest winners will need to submit additional copies after the Open House.
8. Abide by the limit of 15 pages for abstract, introduction, body, and conclusions; the entire document with appendices must not exceed 20 pages.
9. The pages of the paper must be numbered consecutively.
10. Design constraints (as in ABET Outcome c: economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability) must be identified in a section of the report.
11. Material in appendices should be in clear written style with derivations, data lists identified by numbers so they can be called forth in the text.
12. All members of the class must attend the conference on March 31, presenting their paper in one of the sessions and critiquing six additional papers. Your grade will depend on this participation. You may include the other students in your session as part of the six required critiques. Students should be suitably dressed for the conference (suit and tie or equivalent).
13. All students in ECE 4910 will receive a letter grade in the class. **There will be no incompletes.**
14. Grades will be based on the written report and on the judged oral presentation.

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15. Winners for the IEEE region and area contests will be selected after the oral presentations. Students who are selected as the ECE Department first-place winners are required to attend the IEEE 2011 Northeast Area Paper Contest on April 16, 2011 in Boise, Idaho, and any subsequent contest opportunities that arise as a result of their placement in earlier competitions.

Student travel and lodging expenses for IEEE competitions held off of the University of Utah campus will be covered by IEEE and/or the ECE Department.



ECE 4900 Fall	Due
Wk 1	
Wk 2	
Wk 3	
Wk 4	
Wk 5	
Wk 6	Prelim Des Rev rehearse
Wk 7	Prelim Des Rev doc, ppt
Fall Break	
Wk 9	
Wk 10	
Wk 11	
Wk 12	
Wk 13	
Thanksgiving	
Wk 15	
Wk 16	Crit Des Rev rehearse

ECE 4910 Spring	Due
Wk 1	
Wk 2 MLK Day	Crit Des Rev doc, ppt
Wk 3	
Wk 4	
Wk 5	
Wk 6	
Wk 7 Pres Day	
Wk 8	
Wk 9	Final Rep rehearse
Wk 10	Final Prog Rep doc
Spring Break	
Wk 12 Open House	Final Present ppt
Wk 13	
Wk 14	Final Report doc
Wk 15	
Wk 16	

← March 18
Deadline for students