**Guidelines for WCSP Final Submission**

Here are specific guidelines for formatting and content for the WCSP final submission. This will also serve as a grading rubric for the project. Keep I mind that a 30% of your total WCSP will be based on your first submittal and 70% will be based on the final submittal, according to this rubric.

Formatting (**25 points**):

The format of this document is as much a reflection of your work as the thought you put into developing your plan. You should view it as a paper that could be published or given to a recruiter as a document to showcase your quality of work. Make certain you feel it is up to a standard to be accepted as a **professional** document that reflects your abilities. Specifically, you should meet the following expectations:

* Type your name prominently at the top of the page. (1 point)
* Delete the task section (instructions for students) before the for the final submission. (1 point)
* Print in color. (2 points)
* All cells must have a border of uniform size around them. Or, the inner cell border may be thinner with a thicker outer border of the entire chart. It needs to look professional. (3 points)
* Have consistent margins when printed. (1 point)
* Print in landscape format such that all columns can fit on one page. (1 point)
* Repeat the header for the table at the top of each page that is printed. (3 points)
  + Click on the “page layout” tab in excel.
  + Click on “Print Titles” button.
  + In the pop-up window, click on the “sheet” tab. Enter in the cells to repeat at the top.
  + If you are confused as to how to do this, google it.
* When printing, make sure that a row doesn’t get cut off between pages. You can ensure this doesn’t happen by adjusting the print area. (3 points)
  + Click on the “page layout” tab in excel.
  + Select everything that you want to print.
  + Click on the “print area” button, then choose “set print area.”
  + Next, scroll down and look for the dashed lines indicating a page break. If they are not in good locations, you need to adjust them, starting with the ones highest up on the page.
    - Highlight the row that should be at the top of the next page.
    - Click on the “breaks” button and “insert new break”
    - Keep doing this until all of the page breaks are in a good location.
* Make sure I can see all content, that is appears within the cells – check text wrapping and column widths. (3 points)
  + A new line in a cell should be displayed on a new line within the cell. (Alt- Enter)
  + Use text wrap to let a line of text wrap around and fill the cell.
* Type everything (nothing, not even your name, should be hand-written). (2 points)
* If you print it and then see a mistake, print it again. This needs to look professional. (5 points)

Content (75):

The purpose of this document is to reflect on different characteristics required to be a world class student so that you can improve your own character to become the best “you” possible. This should be thoughtful, informal, yet complete and specific.

* The mission statement should contain one to three sentences that succinctly communicate your primary Engineering life goal or personal mission. Should not exceed three sentences. (10 points)
* The “world class” Engineering student should be in third person. For example: What would a world class Engineering student do with respect to academic advising? He, she or they would have a four year plan developed with open questions prepared in advance of a meeting with his/her/their academic advisor. (You do not need to use all three pronouns, just pick one: he, she or they. First person (I, me, mine) should not be used in this column.) (5 points)
* Your plan should contain a well thought-out world-class engineering student description for each topic in complete sentences. (20 points)
* Your plan should clearly describe your current status in complete sentences, showing where you are in terms of meeting that world-class description. (10 points)
* It should include your plan of action to move from where you are to the world-class status. This plan of action should include **SMART** goals, not vague improvements. (If you have already reached WCS status, this section should include the steps you took to reach WCS) (20 points)
* You need to address each of the 15 topics listed in column A plus two additional topics of your choosing. Each of these topics can be divided into characteristics that fall under the main topic (as in the provided example). As another example: Under “managing time and tasks,” a WCS may have three attributes: 1) keep a weekly calendar for short-term planning, 2) maintain a digital long-term calendar for scheduling meetings and due dates, 3) reflect weekly on how they spend their time, specifically quantifying the amount of screen time they have and the amount of sleep they get. These three items would be in column B, but all in the row called “managing time and tasks.” Then each of these would have a description of where you are, and your specific plan to get to WCS status.
* Remember that you can add additional rows to the table to add more descriptions or use the “alt-enter” to add a new line of text within the cell. If you add rows, you may have to unmerge and merge cells together.
* Progress in your plan from your first draft will be factor in your grade (10 points), meaning
  + Some items and actions have been successfully completed. In this case, you need to include detail on how this was successfully completed.
  + Items in progress have progressed since the first draft, and detail is provided as to how progress was made.
  + New items may be added to the plan that you feel are required. These items can be in any state of completion.
  + All items need to be your plan, not what was included in the template that was provided to you.

You are encouraged to visit your professor during office hours or schedule a specific time to meet if you have questions about the document and expectations for the final submission.