**CSCE 462, Fall semester 2020**

**Project submission for review**

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**Project submissions**

* You complete your prototype
* Completion the following project files
  + Make a short video to demonstrate prototype actions. Typically 3-5 mins, just like the examples you saw, but it can be different.
  + Complete your final report, which is essentially the extension of your proposal to sum up the technical steps and the outcomes of your project.
    - Copy your slack channel contents and resource links to the end of your final report as appendix.
  + A PowerPoint file sums up the technical essence of the project.
  + Reimbursement request  
    An additional reimbursement request document is needed if you have requested for reimbursement. (You can skip this step if you decide to keep your prototype, regardless of your earlier reimbursement request.)
    - A cover sheet that itemizes and summarizes the expenditure
    - Original receipts of all purchases, reasonably reflect your original request. – rush delivery fee not covered; unreasonably high delivery fee (at instructor’s discretion) not covered.
    - A filled out W-9 direct deposit form
    - The prototype and all unused parts are required to return to Haidong to receive reimbursement.
    - Once the reimbursement request is first approved by me, it will be sent to the business office to handle the subsequent further review and payment arrangement.
* Create a project folder on the [GoogleDrive folder](https://drive.google.com/drive/u/0/folders/1VhKDQosqKgQbx4dD77BOzI4ywi2o3Bcm) and place your project files into the folder.
  + Note: please use your project name as the folder name, project name, so on, for ease of identification. Generic file name such as “final report” can become very confusing when so many project files are submitted.
  + Make sure it is shared – you cannot be graded if we cannot see them.
* Update the [project submission sheet](https://docs.google.com/spreadsheets/d/1Iy99KOHSzFFS5wBOMPpaljI73vaNiMWNQuroxUg4MHw/edit#gid=1024697948): This is the master reference sheet for me to look up and check your submissions for grading.
  + Color code your project name /row to green when you are ready to submit it.
  + I will change the color to blue, and email the grade decision to the first person listed on the team members. I will change the color to orange if asking for a zoom meeting (usually I will also send an email). Or some other color code for me to track the grading process.
* Grading process
  + If I am able to directly make a grade decision without an interview, then I will directly email the first person listed on the team members the grade decision.
  + I may call in a team for an interview before a grade decision can be made. All team members are required to attend such meeting. No show, no grade, unless you have some really good reason.
  + The meeting can also be meant for outstanding projects that I like to make some additional arrangement with the team, especially when we can translate into future learning material.

**Return of equipment**

* Haidong will give you a list of dates that he will accept your returned equipment. You are asked to follow the dates and times that he provides you, exceptions will create unreasonable and excessive workload for him.
* Equipment conditions
  + The general rule is to return the kit in the same way as you checked them out.
  + You will be asked to arrange them nice and tight to a reusable kit for the next semester.
  + Normal wear and tear is allowed. Please clearly mark bad parts (markers, types, so on), so that we can replenish them.
  + you may be subject to grade and financial penalty for abuse of the kits.

**Final class grade**

1. Your grade will be directly posted on Howdy. Except for extraordinary conditions, no early release of grade before the university grade release date.
2. You will be graded after we confirm that you have returned all the equipment, parts, and approved reimbursement request paperwork.
3. I will carefully examine cases which are at margin of failing grades.