Practical Projects Submission Requirements

1. Student Field notes (hand written)

Field notes **must** be prepared for all of your surveying projects. They should provide evidence of all the conditions at the time of the survey projects and need to be recorded at the time the fieldwork is being done.

Field notes should contain: the date, the weather conditions, group members doing the survey, identification of the instruments & equipment. Do not forget to check the instrument (two peg test). Brief description of the site and necessary sketches (properly labeled) are required. Add any other conditions to field notes that helps writing the report. Level recording must be made on R&F template. Please make sure data for distances and remarks like change points, level run directions, etc. are recorded in the appropriate column on the R&F sheet. If a misclosure (project1) is more than the permissible you need to repeat the leveling. When the task is completed photocopy the field notes for all remaining group members. Keep in mind the report submission date. It will be beneficial if you write the report as soon as possible.

2. Report Submission (typed using word & e)

Refer to the project notes for the scope of the three practical projects. Projects need to be submitted on due date; refer to *'Assessment Summary'* on the *Learning Plan*. Please remember there are very strict submission requirements.

A report need to be submitted for each field exercise that you carry out. Please make sure your project is logical set out, correctly referenced, tables and figures appropriately labelled and the field notes are attached as annex. Lack of information will result in the submission not being accepted.

Each student must individually submit a report.

The main purpose of a report is to provide information so that others can make a decision or take action if required. Knowing how to organise information and ideas is of great importance.

All projects reports must be made up of the following:

1. **Assignment Attachment form.** (do not forget to sign the declaration)
2. **Cover sheet** (see outlay below).
3. **Contents page**
   The Table of Contents should outline the different sections of your report, and showing the reader where to find them. (don't forget to number the pages and use word to create contents page)
4. **Report writing**
   Plain English is a new name for an old, essential part of effective communication. It simply means using clear, easily understood words to communicate.

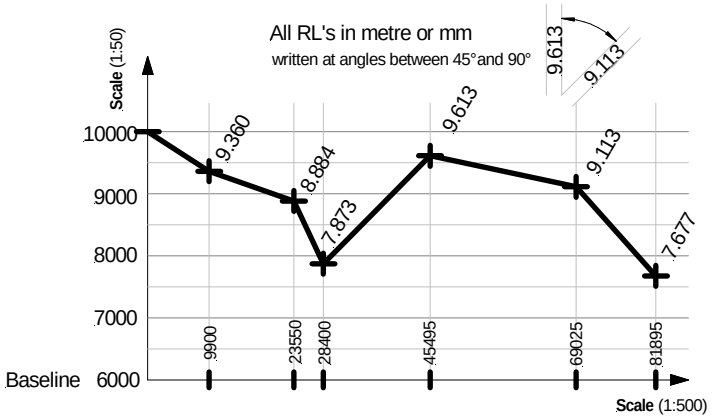
   4.1 Introduction

   Type a brief description of the task. State the subject and purpose as clearly and concisely as possible

4.2 Disssion

This section is the most important part of your report. It takes many forms and may have subheadings of its own. The basic components are your results, and evaluation.

Diagrams, sketches, tables, etc should be included but must be properly labeled and referenced. If you have any problem with report writing, see your lecturer.



All baseline dimensions in this example in mm (can also be in m)
all written dimensions at 90°to the baseline (can be above or below the baseline)

(You may include whether it was it easy to carry out the activity and did you had have sufficient technological skills in report writing? Where there any problems with computer (usage of word & excel)? Did you gain valuable skills in data recording and presenting? Transferred data Rise & fall from field notes onto an excel sheet and calculate all RL's.)

Drawings/sketches (profiles, contours etc.) neatly drawn to scale. Profile layouts in accordance with the opposite sketch

4.3 Conclusion

What knowledge comes out of the report? As you draw a conclusion, you need to explain it in terms of the preceding discussion

4.4 Annex/Attachments

These should include field notes and references attached to the end of your report.

Cover sheet layout for your typed submission.

Central Institute of Technology (normal16 points)

Apply site surveys and set out procedures
to building and construction projects
(normal 12 points)

Project Title (bold, 16 points)

Project No (normal 14 points)

◄ *Left side margin ≥ 2.5 cm*

(Text Font Arial (10) or New Times Roman (12))

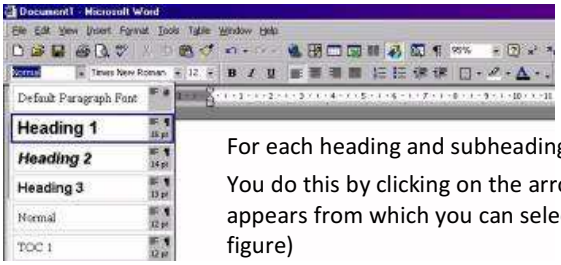
Student Name:_____ ID:_____

Group No:_____ Group leader:_____

Date:_____ Date:_____
of field work of submission:

Every student need to submit Project 1, 2 and 3.

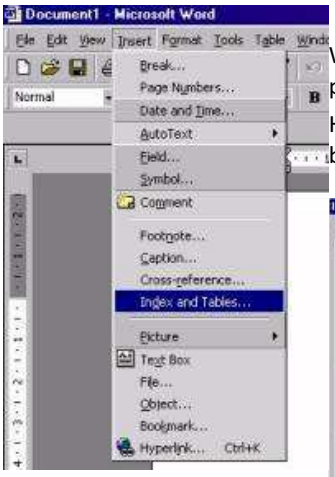
Example MS-Word 97-2003



What you have to do is the following:

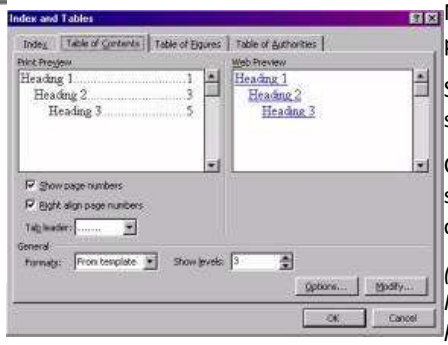
For each heading and subheading in your assignment you need to allocate a style (H1,H2 etc).

You do this by clicking on the arrow next to **Normal** in the Formatting Bar. Then a submenu appears from which you can select an appropriate style for your heading. (see opposite figure)



When you have allocated a style for all headings in your document then a contents page can easily be inserted.

However, before you insert a contents page make sure your cursor is at the beginning of your document. (push and hold Ctrl-key and then press Home-key).



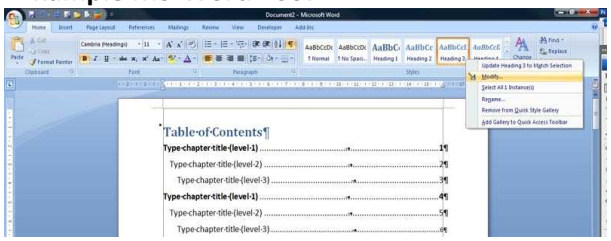
Now click on **Insert**. Then, a submenu pops up as shown opposite.

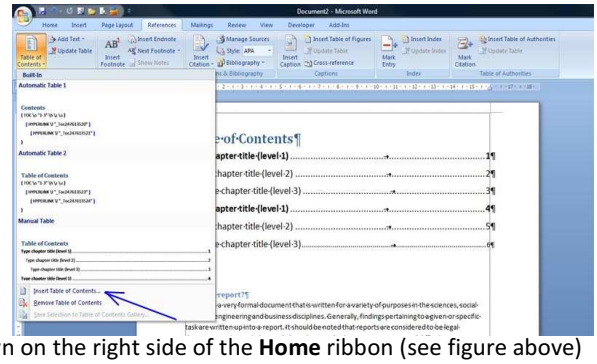
Select **Index and Tables** and another submenu pops up as shown below.

Click on the Table of Contents tab `and select a contents page layout of your choice.

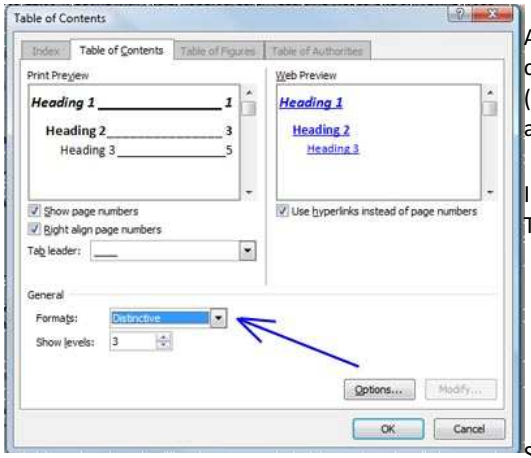
(If you want you can modify Tab leader, Formats and Show level (number of headings)). Click OK and whoop the contents page is done for you

Example MS-Word 2007





Very similar to MS-Word 97-2003. Style Headings are shown on the right side of the **Home** ribbon (see figure above) For each heading and subheading in your assignment you need to allocate a style (Heading1, Heading 2, Heading 3 etc). I f you are not satisfied the the default style then you can modify the Heading style quite easily by right mouse-click and click Modify in the po-up window. Another po-up window appears where you can the modify the format of the heading type.



As soon as all types of headings are allocated in the document then click on the **References** ribbon. Then Click Table of Contents icon (far left side). In the po-up window click **Insert Table of Contents** and select Insert Table of Contents.

In the po-up window select the format of the Table of Contents. There are seven (7) different formats from the template:

1 Classis
2 Distinctive
3 Fancy
4 Modern
5 Formal
6 Simplex

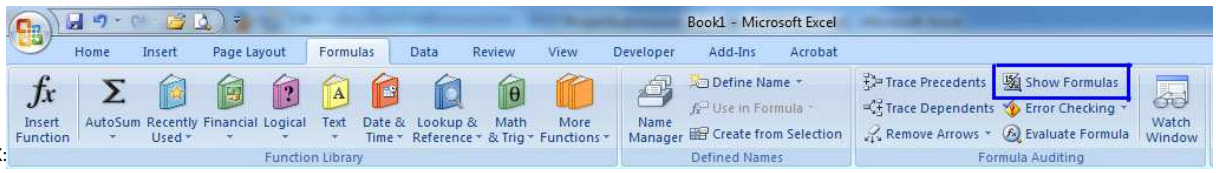
Show levels ► selection of three (3) different Tab leaders

Instruction to record Rise & Fall data in Microsoft Excel

	A	B	C	D	E	F	G	H	I
1	Station	Backsight	Inter mediate	Foresight	Fall(-) Rise(+)	Reduced Level	Remarks	**Rise & Fall Records using Microsoft Excel**	
2	A	1.325				100.000			
3	B		2.550		-1.225	98.775			
4	C		3.125		-0.575	98.200			
5	D		2.890		0.235	98.435			
6	E		2.050		0.840	99.275		Column A	Station alphabetical
7	F		1.850		0.200	99.475			
8	G		1.350		0.500	99.975		Cell B22	Sum of Backsight
9	H		1.970		-0.620	99.355		Cell D22	Sum of Foresight
10	J		2.830		-0.860	98.495		Cell E22	Sum of Rise & Fall
11	K	0.900		4.750	-1.920	96.575	Change Point		
12	L		1.280		-0.380	96.195		Cell C23	Backsight minus Foresight
13	M		2.090		-0.810	95.385			
14	N		1.840		0.250	95.635			
15	O		1.875		-0.035	95.600		**Formula Sheet shows you the formulas that have been used to calculate the**	
16	P	3.375		0.250	1.625	97.225	Change Point		
17	Q		2.760		0.615	97.840		**Rise and Fall**	
18	R		1.980		0.780	98.620		**and the**	
19	S		2.560		-0.580	98.040		**Reduced Levels**	
20	T		3.220		-0.660	97.380			
21	U			0.595	2.625	100.005			
22	V	5.600		5.595	0.005				
23			0.005						

Remember first activate the cell in which the formula goes
then type = and select the data cell and the oprerand (+, -, x or /)

	A	B	C	D	E	F	G	H	I
1	Station	Backsight	Inter mediate	Foresight	Fall(-) Rise(+)	Reduced Level	Remarks	**Microsoft Excel Formula Sheet**	
2	A	1.325				100		Record the data (Backsight, Intermediate sight & Foresight) in the appropriate columns cells.	
3	B		2.55		=B2-C3	=F2+E3		**1)** Click on Cell **E3** (make it active) and select the = sign. Now you can put the formula in the cell (Always use the = sign for formula input) Then click on cell **B2** hit the minus button and click on **C3** hit ▶ **Enter** (first formula is entered in **F5** Value = -1.225 is shown	
4	C		3.125		=C3-C4	=F3+E4			
5	D		2.89		=C4-C5	=F4+E5			
6	E		2.05		=C5-C6	=F5+E6			
7	F		1.85		=C6-C7	=F6+E7			
8	G		1.35		=C7-C8	=F7+E8			
9	H		1.97		=C8-C9	=F8+E9			
10	J		2.83		=C9-C10	=F9+E10			
11	K	0.9		4.75	=C10-D11	=F10+E11	Change Point	**2)** Make Cell **E4** active and select = **then click on C3** minus **C4** and ▶ Enter (Value = -0575)	
12	L		1.28		=B11-C12	=F11+E12		**3)** Copy the formula down to Row 10.	
13	M		2.09		=C12-C13	=F12+E13		**4)** Make Cell **E11** active and select = (Change Point ROW) click on **C10** minus **D11** ▶ Enter (Value =-1.92)	
14	N		1.84		=C13-C14	=F13+E14		**5)** Make Cell **E12** active and select = (Change Point ROW) then click on **B11** minus **C12** ▶ Enter (Value =-0.38)	
15	O		1.875		=C14-C15	=F14+E15		**6)** Make Cell **E13** active and select = now click on **C12** minus **C13** ▶ **Enter (Value =-0.81)**	
16	P	3.375		0.25	=C15-D16	=F15+E16	Change Point	**7) copy the formula down to Row 15**	
17	Q		2.76		=B16-C17	=F16+E17		Follow the above steps to finish the formulas in **Column E**	
18	R		1.98		=C17-C18	=F17+E18			
19	S		2.56		=C18-C19	=F18+E19		**Then do the Rise & Fall calculation**	
20	T		3.22		=C19-C20	=F19+E20		Make **Cell F3** active and select =	
21	U			0.595	=C20-D21	=F20+E21		click on **F2** (Bench mark) plus **E3** ▶Enter (Value 98.775)	
22		=SUM(B2:B21)		=SUM(D2:D21)	=SUM(E3:E21)			Now copy this formula dow to **F21** and all calculations are done for you. (It's that easy, insn't it?)	
23			=B22-D22						



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