

Requirements for Dr. John to sign off as supervisor for your final MSDS project which is based on a class team project.

NOTE: All requirements have to be met at least **a week before the deadline.**

1. Send an email to me, cc all your teammates, and ask them to reply to that email giving consent. **All teammates have to reply** stating that they are (1) okay with you using the class project as your final MSDS project and (2) aware that they cannot use the project as their final MSDS project.
2. Email me a **PDF (no Microsoft docs)** version of the form
 - A. Fill in the abstract and other details including my name (Ajita John).
 - B. Leave the signature and date fields blank.
 - C. The filename should contain your name E.g. FINAL PROJECT APPROVAL FORM - JohnDoe.pdf.
3. Email me your report (as a pdf) formatted as follows:
 - A. Include a cover page with name of project, etc. according to department guidelines. DO NOT put your teammates names here.
 - B. Include a table of contents
 - C. Include an abstract and introduction
 - D. Replace all pronoun usages such as “I did X” or “We did X” with “X was done”. Phrases such as “Our goal” should be replaced with “The project’s goal...”.
 - E. Run a spell checker on the document
 - F. All figures and tables should have captions and the text of the document should refer to the figures and tables.
 - G. Include a Conclusions section
 - H. Include a References section
 - I. You may include an Acknowledgements section where you acknowledge your teammates’ contributions in the class project (optional)