

Master's Program with Report

You are almost finished! Final report and timing information, as well as required graduation forms checklist are listed below.

Final Report Timing and Instructions

- Once your report information is finalized, email the title of your report and your advisor(s) name(s) to Allyson Danley (allysonb@andrew.cmu.edu). She will prepare, and email to you, a signature sheet. This should be signed by your advisor and a second Chemical Engineering faculty member. If you do not have a co-advisor or other obvious choice for the second signature, return the sheet to Allyson and she will obtain the second signature. Give her at least one week to obtain the second signature so that you will have it in time to upload with your electronic final project report (see the deadline below).
- The final project report is due by **4pm on December 13, 2019**. You should prepare the document and create a single pdf to upload, naming the document in this format: **LastName_FirstName_Semester-year.pdf**; i.e., **smith_john_S15.pdf**. (Refer to the Masters Handbook, "Copies and Deadline.")
- Submit the document through the MS Program Chemical Engineering Canvas site.

Final Report Formatting:

- The front page of the report should include the **title, name of your degree, your name, Carnegie Mellon University, and semester of graduation**. This page does not need to be counted in the **40 page limit**.
- The report should be well written and organized; specific details of presentation should be consistent with those recommended by the American Chemical Society (ACS) in The ACS Style Guide: A Manual for Authors and Editors. The Guide is available from the department. The report should summarize the **motivation, approach, results, and conclusions of the project work**. **Forty (40) pages is the upper limit** for the project report including the **body, references, appendices, figures and tables**. The document must be typed in **12-point font** with **no less than one-inch margins and no more than four lines per inch**.
- Students should be sure to provide their project advisor with all data, analysis and files used to generate the report.