**Asia Pacific College**

**School of Engineering**

**CpE/ECE Methods of Research**

**Final Requirements Checklist and Term Grade Form**

**INSTRUCTION** : Write legibly in each required fields. Write N/A for fields that are not applicable, and do not leave any blanks. This form is for final grading purposes only.

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE of defense** | **Proponents** | **APPROVED TITLE** | **Client:** |
| **Preliminary:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Verdict :**  **\_\_\_\_\_\_\_\_\_\_\_\_\_** | ***Group Name:***  ***Members:***  **1.**  **2.**  **3.**  **4.** | ***Short Title:***  ***Technical Title:*** | **Chair :** |
| **Lead Panelist :** |
| **Proposal:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Verdict :**  **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Member -1 :** |
| **Member -2 :** |
| **Remedial:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Verdict :**  **\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Subject Instructor :** |

**Work Plans / Resolutions**

*(State here your plans for the next trimester or trimester you plan to enroll EEDPRO1 or EEDPRO2. Include documents of appeals and/or change requests that can affect Design Project 1 or 2subjects and enrollment requirements)*

*(This serve as checklist of requirements for the group members and has to be accomplished by the Subject Instructor.* ***Items below shall be submitted in ring-bind with transparent cover, orange back cover and ringbind, and properly labeled document divider.)***

1. **Required Documents**
   1. **Final Proposal (*Ch.1-3)\** [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*** *Refer to Final Proposal Contents file (as of March 25, 2015)*

* 1. **Adviser’s Recommendation Sheet**

**[ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Design Project Agreement Form**

**[ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Proposal Defense Grading Rubrics *(Preliminary Defense)*** 
     1. **Chair [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     2. **Lead Panel [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     3. **Member - 1 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     4. **Member - 2 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     5. **Client [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     6. **Subject Instructor [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     7. **Others : \_\_\_\_\_\_\_\_\_\_ [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  2. **Proposal Defense Grading Rubrics *(Proposal Defense)*** 
     1. **Chair [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     2. **Lead Panel [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     3. **Member - 1 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     4. **Member - 2 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     5. **Client [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     6. **Subject Instructor [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     7. **Others : \_\_\_\_\_\_\_\_\_\_ [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  3. **Defense Drafts**
     1. **Preliminary Defense:**
        1. **Chair [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        2. **Lead Panelist [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        3. **Member - 1 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        4. **Member - 2 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        5. **Client [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        6. **Subject Instructor [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        7. **Others : \_\_\_\_\_\_\_\_\_\_ [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     2. **Proposal Defense:**
        1. **Chair [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        2. **Lead Panelist [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        3. **Member - 1 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        4. **Member - 2 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        5. **Client [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        6. **Subject Instructor [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
        7. **Others : \_\_\_\_\_\_\_\_\_\_ [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  4. **Presentation Files** 
     1. **Preliminary Defense: [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     2. **Proposal Defense: [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Other Required Documents** 
     1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  2. **Final Examination Permit**
     1. **Member 1 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     2. **Member 2 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     3. **Member 3 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
     4. **Member 4 [ ] Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  3. **Term Grade:**

|  |  |  |
| --- | --- | --- |
| **Raters** | **Rating** | **Weighted Average** |
| **Panelist Grade (80%)** |  |  |
| **Subject Instructor (10%)** |  |  |
| **Client (10%)** |  |  |
| **OVERALL GROUP RATING** | |  |

**Term Grade:**