ECE 661 25FA: Final Project Guidelines

TL; DR:

- **Final grade = proposal(10%) + poster(15%) + presentation(15%) + Q&A(20%) + final report(40%)**
- Presentation must be **In Person** on **December 9, 2025 @ FITZPATRICK Atrium Ground Level 1:00pm - 4:00pm**
- See below for detailed deliverable expectations and grading metrics.

Deliverables

You should have the following deliverables for the project:

1. **Poster in PDF format.** A PDF version of the poster that you would like to present, in front of the audience in the ECE-661 class. You should use the provided template (ECE661 Poster Template) to format the poster. We recommend that your poster have the following key points to best describe the project:
   a. Introduction & motivation of this project. In this part, you should **also list the bullet points that highlight your contribution.**
   b. Methodology / main approach. This is the most technical part in the poster.
   c. Experimental evaluations that justify the main contributions that you have proposed, or the main claims that you have made in the project.
   d. (Optional) Discussion. Ablation studies on different aspects of your work is mostly appreciated to strengthen the project.
   e. Conclusion. To summarize what you have done for this project.
   f. (Optional) Important references to related works.

   Please take the paper-version of the poster with you, and we will prepare a location to show your poster.

2. **Written Report, in PDF format.** We recommend you use latex to draft your report, and please follow https://neurips.cc/Conferences/2022/PaperInformation/StyleFiles to obtain the template of your final report. We expect the final report to be **no more than 6 pages (excluding reference)**, yet it should include all core parts of the project, including abstract, introduction, related works, methodology, experiments, and conclusion. If you have detailed discussions for some part of the project, you are encouraged to attach a "Supplementary Material" as a separate file to the original written report. You can refer to data in the "Supplementary Material" when you need to justify some discussions in your written report. We strongly recommend you to submit your code that supports the project report. Typically, a github repo with open-source LICENSE can be good.

Poster Presentation Expectations

December 9, 2025 @ FITZPATRICK Atrium Ground Level 1:00pm - 4:00pm

Presentation will take place in person only.

Every group needs to attend the live session and present your poster to an individual or the entire group. We will have a live Q&A session for other audiences to learn from your projects.

We will release the schedule on the final presentation near the final presentation date, based on the availability of the room and facilities that support the final presentation. Typically we anticipate ~10 minutes for each project, with 6 minutes for the presentation, 3.5 minute for the Q & A, and 0.5 minutes for transition & shift.

Project Grading

Each project will be graded using a **1-3-6-8-10** scale to ensure clarity and avoid ambiguous grading. The total project score is weighted across multiple components as follows:

Final Grade Calculation
- Project Proposal: 10%
- Poster: 15%
- Poster Presentation: 15%
- Q&A in Poster Session: 20%
- Final Written Report: 40%

(BL-Border Line)

1. **(10%) Project Proposal (Report submission via Canvas):**
   The proposal must be structured using the Heilmeier Catechism, clearly defining the problem, objectives, methodology, and expected outcomes. (No specific format requirements)

2. **(15%) Poster:**

Score	Description
1	No Poster
3	Poster is poorly structured, difficult to read, or lacks critical information
6 (BL)	Poster is good, but could be improved
8	Poster is well-organized and informative, top 30% of the projects
10	Top 10% of the projects

3. **(15%) Poster Presentation:**
    Each group will present their poster in a poster session, where a Professor-TA committee will evaluate their work. Every group member will receive the **same poster presentation score**.

Score	Description
1	No Presentation
3	Presentation is unsatisfactory: failing to convey key ideas, has critical errors, not everyone participates in presentation, etc
6 (BL)	Presentation is good, but may exist minor issue (lacks engagement, poor transition, etc)
8	Presentation is strong and engaging, top 30% of the projects
10	Top 10% of the projects

4. **(20%) Q&A in Poster Session:**
    Each group member will be asked questions **individually, by the committee**. The questions are related to the contribution and inputs to the project. Each group member will be graded **individually** based on the quality of their answers as follows:

Score	Description
1	Does not answer question
3	The answer has a critical error or can not answer question independently (not familiar with project)
6	The answer has a minor error, but is fine.
8 (BL)	The student provides a decent response, demonstrating clear understanding.
10	The student answers sufficiently, showing some insights into the problem and indicating active participation.
Extra 1	Submit evaluation Form (with a minimum of three posters and provide your comments and thoughts)

5. **(40%) Final report (Report submission via Canvas):**
   The final written-up report will be graded by TAs and Professors, based on the joint review of their project report. The TA in charge has the final discretion to decide the final grade on the project report.

Score	Description
1	The report is not submitted.
3	The report is incomplete (not meeting basic requirements), missing key discussions/results, poorly written.
6	The report is satisfactory but lacks depth in analysis or discussion.
8 (BL)	The report is well-structured, technically sound, and provides a clear explanation of the project.
10	The report is outstanding (top 10%)
Extra 1	The project is innovative and interesting

Peer Interaction & Review of Poster Session
Similar to a real poster session in a conference, we encourage everyone in the poster session to look around your final classmate's posters, ask questions, and lead insightful discussions as much as possible. Every student must engage in conversations with a minimum of three posters and provide your comments and evaluations on the provided evaluation form. The completed forms will be collected after the poster session concludes. You will receive extra credit **(1 score of Q&A)** for the evaluation form.

During the poster session, each group is **required** to look at the posters in other group, and **vote for the best poster** in the poster session:
- Each group may select the best poster from the other groups, based on their preference.
- Each group writes a three-sentence summary to justify the choice of the best poster. The three sentence summary should include (missing ANY below statement will not be counted):
    a. A summary of the poster
    b. The reason that it should qualify as the best poster (strength of the poster).
- Students in the group of **top-10% posters (The best posters)** will receive extra credit **(3% of project)**.
- Students in the group of **top-30% posters (Top tier posters)** will receive extra credit **(1% of project)**.

Note: you may receive more than 100% points on the final project, considering the extra credit. We reserve the right to curve the grade for projects.