INFO 5901: Final Report, Presentation, & Poster Showcase

You've worked very hard all semester on your project. Now it's time to share the results of your project with your client, the teaching staff, and the entire Information Science department.

Final Report & Deliverables (100 points)

Due December 11th at 11:30am.

The final report will serve as an executive summary of your entire project for your client. In the report you should summarize your team's efforts over the semester.

In this document, you will describe the problem you worked on, the methods and tools you used, the activities you carried out, and the final outcomes you are providing to the client. If your project involves the creation of a product, you should append it to your report or package up the deliverables to hand them over to your client.

This document does not need to be long and verbose. Your client is likely a busy person and will appreciate brevity. The report will probably only be a few pages. You should include as much information as necessary so that your client has a record of your process and efforts.

Submission & Grading

The teaching staff will assign your grade for the final report.

To submit your final report as a PDF:

1. Send your client a copy of the final report (PDF) and your final deliverables.

2. After sending your client copy of the final report, submit a sanitized (i.e. do not include any confidential or proprietary information) version of the final report to CMS (PDF). You will also need to submit evidence that you sent your client the final report. A PDF of the sent email is sufficient.

    Note: If your CSP-EC agreement uses option C, do not include the deliverables in the submission to CMS.

Final Presentation (100 points)

Due December 4th at a time that you scheduled with your client.

You will prepare and present the results of your project to your client. Your presentation should be polished and professional. It should also accurately describe the final outcome of your project.

Your presentation should be around 30 minutes including questions. I recommend planning for around 20 minutes of presented material, leaving 10 minutes for questions. All team members are required to present. You should also dress professionally for the final presentation.

The final presentations are private by default. They are between you and your client. Please ask your client if they would like to open up your presentation to the instructor or to the Cornell community. There is no obligation to do so, but I would really like to see your final presentation, so please ask!

Scheduling & Grading

You will need to schedule your final presentation with your client for December 4th.

Some of your clients will be visiting campus on December 4th. If your client is visiting campus, you will present in person on December 4th. You will need to coordinate with your client when they are arriving to Ithaca and find a time during the day to schedule your presentation. Once you confirm a time with your client, email info5901-prof@cornell.edu and let us know your time and we'll schedule you a room with a projector. Please also let us know in this email if the presentation is open to the instructor or the Cornell community. If so, we'll try to advertise your presentation.

If your client is not visiting campus on December 4th please schedule a virtual presentation via video conference. If your client is not available on the 4th you may schedule your presentation between December 4th and December 11th. Once you schedule a time, please email info5901-prof@cornell.edu and let us know when you are presenting, whether you need a room reservation, and whether the instructor or Cornell community may attend your presentation.

Please note that I need at least one week's notice to reserve you a room.

Because the final presentation is private, your client will be assigning your grade for the final presentation. We will provide a rubric to try and ensure fair grading across clients. Please note, I reserve the right to adjust your grade afterwards. If you feel that your grade from the client does not match your effort, please speak with me and we'll discuss this adjustment.

Poster Showcase (100 points)

Due December 4th from 4:00pm to 6:00pm in Gates 01 (ground floor).

On December 4th we'll have an MPS Project Showcase in Gates. You will present a poster about your project to the Information Science department and Cornell community. This showcase is very important for the IS department. It shows that value that you bring to our department. It's a chance for our visiting clients to get to know our department better. It's also helpful for other students who are considering a trajectory just like your's!

Your poster should be 30 x 40 inches. Do not include any confidential or proprietary information in your poster. As an extra precaution, you should have your client review your poster ahead of time to ensure you only have public information in your poster. You will receive a print code to print your poster from the TAs. You should not wait until the last minute to print your poster.

Arrive no later than 3:45pm to set up your poster. Professional dress is required. You don't need to wear a suit, but jeans and a t-shirt are unacceptable. Please feel free to invite your friends, family, and significant others! Cookies and refreshments are provided.

A word of advice: poster sessions are designed to elicit conversation. Visual posters with figures, graphs, and screenshots really help drive conversation. Having large blocks of text that require lots of reading often limit conversation because the viewer has to stand there and read all of your text.

Grading

I will grade your poster and your professionalism during the showcase.

Peer Evaluations (final grade adjustment)

Your final grade in this class will be adjusted based on your individual contributions to your project. Your team members will evaluate your contributions throughout the semester. If your team members feel that you did not contribute equally to the project, then I may lower your final grade. Please note that I take this process very seriously and I will not adjust your grade unless I believe there is strong case to do so.

Details to follow soon…