



## **ENGG 390 Presentation and Report Requirements**

An important part of the ENGG 390 experience is reporting orally and in writing on your work. This document explains the oral presentations and written reports you will be required to make. The class has a set schedule for making oral Proposals and Final Presentations. These Proposals and Final Presentations will be made before a review board of professors and industry professionals.

### **Required:**

- 1) Pre-proposal
  - During the term before the project/internship is undertaken, the student must give the instructors a 1-page description of their internship/project as well as meet with them to discuss their internship/project
- 2) Proposal
  - Written report turned in to the instructors 3 days prior to oral presentation
  - Oral Presentation before Review Board
- 3) 1<sup>st</sup> and 2<sup>nd</sup> Progress Reports
  - Written report turned in to the instructors (by email is acceptable)
  - Oral presentation as requested by the instructors (usually not required if a student undertakes an internship/project away from the Hanover area)
- 4) Final Presentation and Report
  - Written report turned in to the instructors 3 days prior to oral presentation
  - Oral Presentation before Review Board

### **Details:**

#### **PROPOSAL:**

- Students should Propose on the scheduled Review Board date (1) at the end of the term before they undertake the internship/project
- In certain cases, with permission from the instructors, students who undertake an internship/project in the Hanover area may Propose on the scheduled Review Board date (2) at the beginning of the term during which they undertake the internship/project

#### **FINAL PRESENTATION:**

- Students who undertake an internship/project in the Hanover area should normally do their Final Presentation on the scheduled Review Board date (1) at the end of the term during which they undertake the internship/project
- Students who undertake an internship/project away from the Hanover area should do their Final Presentation on the scheduled Review Board date (2) at the beginning of the following term.

### **Official Course Registration:**

Register for course credit for ENGG 390 for the term during which you plan to give your Final Presentation and Report.