



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 Professor Wallis a 1-page description of their internship/project as well as meet with him to discuss their internship/project
- 2) Proposal
 - Written report turned into Professor Wallis 2 days prior to oral presentation
 - Oral Presentation before Review Board
- 3) 1st and 2nd Progress Reports
 - Written report turned into Professor Wallis (by email is acceptable)
 - Oral presentation as requested by Professor Wallis (usually not required if a student undertakes an internship/project away from the Hanover area)
- 4) Final Presentation and Report
 - Written report turned into Professor Wallis 2 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 Professor Wallis, 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.



2005 Schedule for ENGG 390 Presentations

Presentation Type	Winter 2005	Spring 2005	Summer 2005	Fall 2005
· Final Presentations of internships/projects from previous term · Proposals <i>Review Board present</i>	January 7 th	April 1 st	Will be arranged as needed	September 28 th , 29 th , & 30 th
1 st Progress Report	Student should arrange*	Student should arrange*	Student should arrange*	Student should arrange*
2 nd Progress Report	Students should arrange*	Student should arrange*	Student should arrange*	Student should arrange*
· Final Presentations · Proposals of internships/projects for next term <i>Review Board present</i>	March 11 th	June 3 rd	Will be arranged as needed	December 2 nd

Note: Dates listed are tentative and subject to change; * Where possible, progress report presentations for multiple students will be scheduled for the same date

Example Schedules:

1) Schedule for the student undertaking a project in the Hanover area

- Pre-proposal during term prior to internship/project
- Proposal at beginning of term of internship/project
- 2 Progress Reports during term
- Final Presentation and Report at end of term

2) Schedule for the student undertaking an internship/project away from the Hanover area

- Pre-proposal during term prior to internship/project
- Proposal at end of term prior to internship (although often students will give an updated Proposal after 1-2 weeks at their internship)
- 2 Progress Reports emailed to Professor Wallis while at internship
- Final Presentation and Report at the beginning of the next term in residence after the internship



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