The Poster

Administrative

- Check Blackboard Learn for the poster deadline;
- Submit poster on Blackboard Learn, as a regular assignment;
- Submit only one poster per team;
- Accepted formats:
  - PDF or PowerPoint (ppt, pptx) file
  - Size: 36" × 48"
  - **Orientation: Portrait**
  - Name the file with your team identifier.
- CSG will print your poster within several days after the submission deadline. *You will be notified via email when the posters are printed.*
- Once you have been notified that the posters are printed, you should pick them up from the Senior Design lab as soon as possible.
- Laminate your poster + Glue your poster to foam-core board (this has to be done at your own expense).
  - You can use a service of your choice – a suggestion is CopyWorks at Welch and Lincoln, or ISU Printing Services.
  - BRING POSTER WITH YOU ON THE DAY OF YOUR IRP PRESENTATION/DEMO

Poster Preparation Guidelines

- You may use Google Drawings, PowerPoint, Latex, etc. Make sure you set the size to 36" × 48" (portrait orientation).
- The poster is a long-term presentation of your project. It will be viewed by:
  - Current students
  - Prospective students
  - Faculty members
  - Visitors to the department
- The poster will be evaluated by:
  - Senior Design Committee
  - Industry Review Panel (IRP)
- Make sure the poster contents are readable in 5~10 minutes
- Posters should be readable from a distance
  - To figure out the right font size, you can print something on a regular piece of paper, and look at it from about 3 yards.
  - **You are also encouraged to compare your font sample to previous senior design posters currently on display around Coover hall.**
- Use eye-appealing color combinations
  - The background may relate to the environment of the project, e.g., green for agriculture related project, etc. Wallpapers, if used as background, should not make it difficult to read the main contents
  - Use text boxes with background color contrasting the main poster background
  - Use appropriate poster and textbox margins.
  - Be advised that the colors may become slightly desaturated in print.
- Limited space: please use it efficiently
  - Use more bullets, phrases, etc.
  - DO NOT USE **LONG PHRASES** OR **WIDE TEXT BOXES**.
  - Use plenty of images. Examples for using images:
    - Give an overview of the project, e.g., a concept sketch
    - Describe the system design, e.g., a block diagram, use case, etc.
    - Give a feel of the final product, e.g., screen shots, PCB, final system, etc.

Poster Contents

- ◈ *Basic Information:*
    - ➥ Project Identifier, Title, Team Members, Faculty Adviser, Client
- ◈ *Introduction: (≤ 250 words)*
    - ➥ Problem and need statement
    - ➥ Solution
- ◈ *Design Requirements:*
    - ➥ Functional requirements
    - ➥ Non-functional requirements
    - ➥ Operating environment
- ◈ Intended users and uses
- ◈ *Design Approach:*
    - ➥ Concept sketch
    - ➥ Block diagram
    - ➥ Explanation of each functional module, and how they together achieve the overall system functionality
- ◈ *Technical Details:*
    - ➥ Details of each function module, e.g., technology, …
    - ➥ For software modules: programming language, libraries, development tools and environments, etc.
- ◈ *Testing*
    - ➥ Testing environment
    - ➥ Testing strategy (unit testing, system testing, etc.)

- ◈ *Project Resources (Budget, Manpower, etc.) – optional – include only if relevant*

- ◈ The use of "abstract", "summary" or "conclusions" sections is not recommended (the poster is essentially a summary of your work).

- ◈ Be careful when using the **logos** of companies, associations, external groups, etc. You may not use any logos unless you obtain permission from the owners. Iowa State University allows the use of specific logos on student work.

The Final Report

Administrative

- Check Blackboard Learn for the final report deadline;
- Submit final report on Blackboard Learn, as a regular assignment;
- Submit only one final report per team;
- **Upload final report on the project website for IRP evaluation**
  - All documents should be uploaded to project website in their most recent form. The IRP will browse through your documents directly on the project website.
- One hard copy should be brought to the presentation.

Final Report Contents

- The final report shall include the complete information about your project:
  - Revised Project Design (including the Standards Section)
    - You may re-use parts of your project plan and design document, if appropriate.
  - Implementation details;
  - Testing process and testing results
  - Appendix I : "Operation Manual".
    - 2~3 pages
    - Step-by-step instruction on how to setup/demo/test the system
  - Appendix II: Alternative/ other initial versions of the design (and why they were scrapped in favor of the current version). Here you may include:
    - Versions considered before client's specifications have changed
    - Versions considered before learning more about the project
    - Versions that resulted in failure to achieve specifications, etc.
  - Appendix III: Other Considerations. Here you may include any other points you deem worthy of being mentioned, like what you have learned, anything funny (but relevant) that happened during the design process, etc.
  - Appendix IV (optional): Code.

- Be careful when using the **logos** of companies, associations, external groups, etc. You may not use any logos unless you obtain permission from the owners. Iowa State University allows the use of specific logos on student work.

- DO NOT INCLUDE in your final report ANY WORK THAT IS NOT YOUR OWN. This includes paragraphs from cited (or not cited) sources, data sheets for components, etc. Also make sure that such information is nowhere on your website. Should you fail to respect these instructions, you may be liable for plagiarism, academic dishonesty, or intellectual property violations.

Presentation and Demo – the IRP days

Check the IRP (Industry Review Panel) presentation and demo schedule (your instructor will email you a copy), to identify your presentation/demo day, and your presentation time slot.

➡️ *Morning*
- Project Presentation to IRP @ 3041/3043 Coover New Addition
- IRP presentation slides should be uploaded on project website for grading.
- Final Report should be uploaded on project website for grading.
- Presentation format: 20-min presentation + 10-min Q&A. Due to a tight schedule, your presentation will be cut off abruptly after 20 minutes.
- Highlight the work you have done in during the design process.

➡️ *Afternoon (the same day as your presentation)*
- Project Demonstration + Poster Display @ Atrium of Coover New Addition or Research Labs
- CSG will set up the easel and table (with power cord) prior to the demo
- Each team should email the course instructor a list of needs and supplies for the final demonstration, if any supplies, other than the ones mentioned above, are required.

Course flowchart and Grading Policy