

EE 490/499
Approval for
Undergraduate Research and Special Projects

Student Name: _____

Student Number: _____

Faculty Sponsor: _____

Quarter: _____

The above-named student will carry out an independent study project under my sponsorship in the quarter indicated, and for the credits shown below.

Title: _____

Credits: _____

Project associated with faculty's own research? Yes No

Student Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

EE 490/499
Summary Statement for
Undergraduate Research and Special Projects

Student Name: _____

Student Number: _____

Faculty Sponsor: _____

Quarter: _____

This form must be completed and submitted no later than the deadline for submitting grades for the quarter in which the work was done. It must be signed by your sponsor and be accompanied by a copy of the project report.

Title: _____

SUMMARY STATEMENT: Summarize the problem you addressed, the analysis you did, the approaches you took or the design you developed, the implementation you completed and the result you achieved.

(Use an additional sheet if necessary. Attach a copy of the report.)

FACULTY CERTIFICATION

I have sponsored the above-described independent study project, and certify that the student has accurately reported the work he/she has done.

Signed: _____ **Date:** _____

EE 490/499

Procedure for Undergraduate Research and Special Projects

Engaging in independent study while you are an undergraduate can be rewarding and enriching. You are encouraged to seek out such opportunities while you are enrolled in our undergraduate program. Special procedures are required, however, to ensure that adequate records are maintained; accrediting bodies, among others, review these records.

IMPORTANT: IT IS YOUR RESPONSIBILITY TO SEE THAT THE FINAL REPORT AND SUMMARY STATEMENT ARE SUBMITTED TO THE ADVISING OFFICE. WITHOUT THIS DOCUMENTATION YOU WILL RECEIVE NO CREDIT TOWARD FULFILLING YOUR GRADUATION REQUIREMENTS.

Procedure:

1. Before the start of the quarter in which you will do the independent study, select a project and obtain a faculty sponsor. You should agree on the specific activity to be carried out, the resources required, and the expected outcome. Before you begin the project, you and your advisor should discuss and document an estimate of the total credit. The amount of credit is variable between 2 and 5 credits.
2. Fill in the Undergraduate Independent Study Approval Form (attached), get your sponsor's signature on the form, and turn it in to the Advising Office (Paul Allen Center AE100) to get an entry code to register for credit.
3. Prepare a written proposal that includes:
 - a. Project description of problem statement
 - b. Suggested approach
 - c. Resources required
 - d. Anticipated results
 - e. Time estimate
 - f. Credits to be earned
4. Have the written proposal approved by your faculty sponsor no later than the end of the first week of the quarter.
5. Submit a written report at the end of the quarter. Your faculty sponsor will determine the specific content and format of this report.
6. Turn in a copy of the report, along with the Summary Statement, signed by your faculty sponsor, to the Advising Office, by the deadline for grade submission for that quarter. Do not assume that your faculty sponsor will turn these in for you.