Graduate Projects Meeting
November 15, 2019

Agenda

- Project Proposal Requirements
- Available Project
- Course Requirements and Procedures
- Oral Exam
- Adding the course
- Q & A
Project Proposal Requirements

1. Have an approved Candidacy Form

*Form is available at the GAPE web site
*Or
*through ME web site*
Have the Proposal Ready

2. Have an approved proposal
   Signed by:

   1. All your committee members
   2. The Graduate Advisor
   3. The department Chair
Requirements

3. The proposal must contain:

1. The proposal
2. Approved committee evaluation
3. The Project Title sheet

Proposal Title sheet
Committee Evaluation Form

MSME Project/Thesis Proposal Evaluation
San Jose State University  Department of Mechanical Engineering

<table>
<thead>
<tr>
<th>Title:</th>
<th></th>
<th>Project</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td></td>
<td></td>
<td>SJSU ID:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Member 1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Member 2:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Committee Chair</th>
<th>Committee Member 1</th>
<th>Committee Member 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>The title used effective wording to communicate the purpose and scope of the study accurately.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The significance and impact of the endeavor were presented convincingly, and it was evident from the work benefits society or advances state of the art in the topic of study.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A sufficient literature review was conducted, and it revealed an understanding of relevance in the topic of study. A need that indicates the proposed project was identified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A clear engineering objective statement was stated, and it had appropriate technical rigor for graduate level study. Design or performance specifications (if applicable) were explicitly described.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A detailed description of the methodology and realistic implementation plan were described, including required resources, contingency plans, and timeline.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timely deliverables were stated explicitly, in a way that can be objectively measured.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing style, grammar, and spelling were used appropriately for graduate level technical writing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The proposal satisfied all formal requirements as stated in the MS 280/290 proposal guidelines.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall, the proposal established high confidence that the endeavor will be completed successfully.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Post-Proposal Requirements

Meet regularly with the committee Chair and the committee members and have them sign the meeting-record form, shown on the next page.
Post-Proposal Requirements

Adviser meeting-record form

Mechanical Engineering Department
Graduate Student Thesis/Project Committee Chair and Members
Consultation Records

Graduate students enrolled in Project/Thesis courses are expected to meet with their study committee chairs a minimum of four (4) periods during each semester, preferably, on a monthly basis and at least one meeting with each committee member. Please be sure to take this sheet to your meetings with your study Committee Chair and Members and request acknowledgement.

Date: _______ Time: _______ Committee Chair Signature: ____________________________

Date: _______ Time: _______ Committee Chair Signature: ____________________________

Date: _______ Time: _______ Committee Chair Signature: ____________________________

Date: _______ Time: _______ Committee Chair Signature: ____________________________

Date: _______ Time: _______ Committee Chair Signature: ____________________________

Date: _______ Time: _______ Committee Member Signature: _________________________

Date: _______ Time: _______ Committee Member Signature: _________________________

Date written draft report received by the Committee Chair: ___________ Date:__________

Students are expected to give this sheet to the Committee Chair on their presentation day.

Student Name: ____________________________
Post-Proposal Requirements

Give an Oral Presentation:  
_Tuesday May 12, 2020_

(Scheduled by the ME office)

OR

As arranged by you and your committee chair
Before the Oral presentation:

*Submit a final draft of the final report to your committee members*
1. Midterm Report: Check with your committee chair

3. Oral Presentation: *Tuesday, May 12, 2020*

4. Final Report (draft): Before you make the Oral presentation

5. Final Report: For due date, check with your Committee Chair
Oral Presentation

The date of the Oral Presentation:

*Tuesday, May 12, 2020*

(conference day, no classes)
How to Arrange for the Oral Presentation?

Contact Ms. Lydie Jones in the ME office to schedule your oral presentation. She will work with your committee members and schedule the presentation for you.
How to Add ME 295 A or ME 299

- You must have an **approved** proposal to get an add code and be able to sign up for ME 295 A/First Term ME 299

- No Pre-registration allowed
Important dates and Deadlines

11/18/19 – 12/20/19:
- Search for a possible project.
- Contact the ME professors and select a project committee chair
- Draft the project proposal

1/23/20 – 2/7/20: Have the proposal reviewed and approved by your advisory committee. Submit the proposal to the department office.

2/11/20: Last day to add ME 295 A or ME 299 - I
Note

1. If your proposal is approved, obtain the add code from the ME office, if not, wait for the next semester to start your project.

2. For ME 295B and ME 299-II you can obtain the add code from your committee chair if you have passed the first term project course.
What Projects are Currently Available?

Available Projects