

# Graduate Projects Meeting

## April 17, 2020

### Agenda

- ▶ Course Requirements and Procedures
- ▶ Project Proposal Requirements
- ▶ Adding the course
- ▶ Available Project

# Course Requirements and Procedures

## Prerequisites for ME 295 A and ME 299 Course

- ▶ Completed at least nine-units in the program
- ▶ Classified status

(not on probation or Conditionally classified)

- ▶ Approved Candidacy form (or expected to be approved by May 22, 2020)
- ▶ Not on probation



# Requirements

## **2. The proposal must include:**

1. The proposal
2. Approved committee evaluation
3. The Project Cover Page

# Committee Evaluation Form

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

Title		___ Project ___ Thesis							
Student Name:		SJSU ID:							
Evaluators	Signature	Date							
Committee Chair:									
Committee Member 1:									
Committee Member 2:									
Criteria	Committee Chair			Committee Member 1			Committee Member 2		
	Acc	Acceptable	Use range table	Acc	Acceptable	Use range table	Acc	Acceptable	Use range table
The title used effective wording to communicate the purpose and scope of the study accurately.									
The significance and impact of the endeavor were presented convincingly, and it was evident how the work benefits society or advances state-of-the-art in the topic of study.									
A sufficient literature review was conducted, and it revealed an understanding of relevance to the topic of study. A need that motivates the proposed project was identified.									
A clear engineering objective statement was stated, and it had appropriate technical age for graduate-level study. Design or performance specifications (if applicable) were explicitly identified.									
A detailed description of the methodology and a realistic implementation plan were described, including required resources, contingency plans, and timeline.									
Tangible deliverables were stated explicitly, in a way that can be objectively measured.									
Writing style, grammar, and spelling were used appropriately for graduate-level technical writing.									
The proposal complied with all formal requirements as stated in the MS 295/299 proposal guidelines.									
Overall, the proposal established high confidence that the endeavor will be completed successfully.									

# Project Cover Page

## Mechanical Engineering Department Graduate Project/Thesis Proposal

Name: \_\_\_\_\_ SID#: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email address: \_\_\_\_\_

I wish to register for (select one)  ME 295A (Project)  ME299 (Thesis)

Project/Thesis Title:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Committee Members:

(Obtain oral approval from each before listing)

<u>Project</u>		<u>Thesis</u>	
1.	_____ (Chair)	1.	_____ (Chair)
2.	_____	2.	_____
3.	_____	3.	_____

Thesis/Project Proposal:

Attach a project proposal. Include a description of the current state of your topic, how you will advance that state, what you plan to produce or deliver to justify your effort and a schedule for your work. The objective and the procedure for achieving the objective must be clear and clearly stated.

\_\_\_\_\_

Estimated Graduation Date:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Original: In Office  
Copy: Advisor  
Copy: Student Record

# 3. Have the Proposal Ready

**Approved proposal  
Signed by:**



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

## 4. 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



# 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: \_\_\_\_\_

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Date: \_\_\_\_\_ Time: \_\_\_\_\_ Committee Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Committee Member Signature: \_\_\_\_\_

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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: \_\_\_\_\_

# 5. Oral Presentation

Make an Oral Presentation:  
*(Dead day of Classes)*



NOTE: This is scheduled by the ME office

# 5. Oral Presentation

## Before the Oral presentation:

*Submit a final draft of the final report to your committee members*



# Deliverables

1. Midterm Report: Check with your committee chair
2. Oral Presentation
3. Final Report (draft): Before you make the Oral presentation
4. Final Report: For due date, check with your Committee Chair

# 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.
- ▶ No Pre-registration allowed

# Important dates and Deadlines

## This Semester:

- ▶ **April 17 Friday, 2020 17:30-18:30:**
  - *Project Initiation Meeting*
  
- ▶ **April 17, 2020 through May 12, 2020**
  - *1. Search for Possible Projects*
  - *2. Contact ME Professors and select a Committee Chair*
  - *3. If needed, submit the candidacy form (Candidacy form must be approved by the end of the Spring semester)*
  - *4. Conduct a literature search on the project topic and prepare a draft of the project proposal.*

# Important dates and Deadlines

## Next Semester

- ▶ **August 19, 2020 through September 4, 2020:**
  - *Prepare a draft of the project proposal*
  - *Have the proposal approved by the advisory committee*
  - *Be ready to submit the proposal to the department office*
  
- ▶ **Friday, September 4, 2020:**
  - *Deadline for submitting the approved proposal*

# Note

*If your proposal is approved, you can obtain the add code from your committee chair.*

# Available Projects