MIE 520 Term Project Final Report Guidelines

Component Requirements: You should include the following component sections in your report:

1. **Statement of the Problem**: Purpose and clear-cut objectives of your study. What problem(s) or question(s) did you set out to solve? What were the key issues raised?

2. **Background**: Preparation for conducting the project. Describe how you prepared for your project. What types of background reading did you do? What information did you use in order to better conceptualize your project and create a suitable design framework for its execution?

3. **Methodology**: What you decided to do and how you did it. How did you gather the information (via experiment, survey, observation, or other data collection method)?

4. **Results**: The summary and presentation of data gathered. This may include tables, graphs, charts, photographs, diagrams and other visual and/or verbal summaries.

5. **Conclusions**: What you learned about the problem(s) or question(s) you set out to solve.

6. **Critique**: What you learned about the process of doing your project. What went wrong? What would you do differently next time? What advice would you give future students in this class?

Format Requirements:

Papers should be no more than 10 pages in length (excluding appendices). Any standard format is fine. An appendix should include a list of your actual data and a copy of the survey or data recording instrument form (if you used one). A brief reference list should include any of the resources included in your background reading.

Evaluation Criteria for Projects:

1. **Does the paper include each of the 6 components, with each component clearly labelled with a title?**

2. **Is the paper clear and easy to read, with correct usage of probability and statistical terms?**

3. **Does each component include the appropriate materials and make sense?**

4. **Is an appendix included containing appropriate materials?**

5. **Does the reference list include appropriate references?**