

San José State University
College of Engineering/Chemical and Materials Engineering
CHE/MATE 298/299, MS Research/project, Spring, 2023

Course and Contact Information

Instructor(s): Dahyun Oh

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Office Hours: online (in person by request), M/W 9:00 AM-10:00 AM

Class Days/Time: Select Fridays from 3:00 pm to 5:45 pm

Classroom: ENG 339

Prerequisites: CME/MATE 298: Admission to candidacy. Co-requisite: 281

CME/MATE 299: Admission to candidacy. Co-requisite: 281 and 298

Course Description

CHE/MATE 298: Master's project work in Chemical or Materials Engineering.

CHE/MATE 299: Master's thesis work in Chemical or Materials Engineering.

Not available to Open University Students

Course Format

In person class meeting on the selected Fridays. (There will be seminar series occasionally) This course adopts a flipped classroom delivery format. Internet connectivity and a laptop with a word processor are required to participate in class activities and/or submit assignments.

(1/27) First class meeting: Syllabus, presentation requirements, Q&A

(2/3) Presentation: project background

(3/3) Presentation: first status update

(4/7) Presentation: second status update

(5/5) Presentation: third status update

Faculty Web Page

Online resources such as syllabus, course slides, and presentation requirements will be posted at Canvas. Students are responsible for checking Canvas to learn any announcements. To access the class site at Canvas you must be enrolled in the course. Go to the <https://sjsu.instructure.com/>

Course/Program Information

- For all students who started Fall 2020 or later: Upon completion of CME 281, all CME Master's students must enroll in 1 unit of CME 298 (Plan B Project Track) or 1 unit of CME 299 (Plan A Thesis Track).
- Students who started prior to Fall 2020: Upon completion of CME 281, all CME Masters students must enroll in 2 units of CME 298 (both Project and Thesis Track). Students doing a thesis must then enroll in additional 3 units of CME 299 upon completion of CME 298.

- All CME Master's students who have completed 281 must be registered for at least 1 unit of CME 298 or 299 or CHE/MATE 1290R for each semester (excluding summer) until they finish their project or thesis.
- UNVS 1290R is a special course with reduced tuition-type fees as described [here](https://catalog.sjsu.edu/content.php?catoid=12&navoid=4165):
<https://catalog.sjsu.edu/content.php?catoid=12&navoid=4165>

CME 298/299 classes meet a number of times during the semester to cover material required for the student to complete their final project or thesis including final oral and written defense, including periodic progress reports. **Attendance is mandatory.** Students need to meet with their SJSU Research Advisor on a regular basis in order to accomplish the work their Reading Committee approved when their Thesis/Project Proposal was accepted. The CME 298/299 instructor will require proof that students are regularly in touch with their SJSU research advisor.

Concurrent enrollment

Concurrent enrollment in 281 and 298 or 281 and 299 is allowed under specific circumstances. Concurrent enrollment requires the permission of both your department and your project advisor. There is a financial risk to co-enrollment. Failing to complete your project within the bounds of the semester will result in a no credit (NC) grade for the second class in the series. For instance, a student co-enrolled in 298 and 299 who fails to complete their project before the end of the semester but otherwise completes the requirements of 298 will receive a grade of report pending RP in 298 and NC in 299. Additional information regarding available grades is discussed in the Grading Information section.

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

- 1) Solve complex engineering problems and tasks, and use engineering, science and statistics principles to justify recommendations.
- 2) Evaluate the impact of their work on society, including ethical, economic, global and environmental aspects.
- 3) Deliver effective presentations of engineering results in written and oral formats.
- 4) Have life-long learning skills and are able to apply their engineering knowledge to critically evaluate relevant literature and new technologies or systems.
- 5) Become effective leaders, capable of working in diverse environments.

Course Requirements and Assignments

You must **complete the following to receive a grade of RP or CR** for each semester you are registered:

- a) **Submit monthly status updates** to your primary SJSU research advisor in the form of a powerpoint presentation. Presentations must be submitted to your advisor **at least one full week** prior to your presentation date and must be approved before you will be allowed to present. **An email from your advisor to the instructor stating their approval will satisfy this requirement.** It is your responsibility to obtain this permission.
- b) **Submit your presentation to the class Canvas page 24 hours prior** to your presentation date & time. Emailing the instructor the presentation **is not acceptable.**
- c) Deliver your monthly status update presentation to the class. Your presentation must be reviewed and accepted by your primary advisor prior to presenting. Unless extenuating circumstances are present, **you will not be allowed to present unless your advisor has approved your presentation.**

- d) You must **fully attend** all class sessions. Make-up presentations will be allowed under emergency situations only and at the discretion of the instructor.
- e) Provide feedback on your classmate's presentations in written/oral format, as requested.

Once confirmation has been received that you have completed the experimental portion of your master's project or thesis, you no longer need to attend 298/299. Confirmation will need to be provided to the instructor from the student's primary advisor before you will be excused from the remaining classes. In some circumstances, your advisor may require you to continue attending class even after you have completed your experimental work. Your advisor has the final say in this matter and the class instructor will honor their request. Students who submit less than 90% of the class assignments will receive a NC in the class and will need to repeat the class in a subsequent semester. Similarly, failing to attend any of the class sessions without express permission from the instructor, failing to present or any of the other bulleted items above may result in a grade of NC. If you receive a grade of RP, you will need a department official to change your grade once you complete your project/thesis. You will need to contact the representative responsible for 298/299 grade changes from your respective department. As of the beginning of the 2021 Fall semester, those individuals are listed, below.

Last name	Representative	E-mail address
A-M	Dr. Katy Kao	katy.kao@sjsu.edu
N-Z	Dr. Melanie McNeil	melanie.mcneil@sjsu.edu

Grading Information

At the conclusion of CME 298/299 courses, you will be issued a grade of credit (CR), no credit (NC), or report pending (RP).

- *NC: indicates that you have not completed the minimum requirements (less than 90%) for the course and you will not receive credit for taking the class. There is no impact on your GPA; however, you will need to repeat the class and pass it before graduation. This means you will need to re-register and pay tuition again. NC grades are uncommon.*
- *RP: indicates that you have completed the requirements of the class, but you have not completed your master's project and/or oral defense.*
- *CR: indicates that you have completed the requirements of the class and you have completed your master's project entirely. In order to receive a grade of CR from the class instructor, you must **(a) complete the requirements of the course and (b) provide an executed copy of your Oral Defense Evaluation Form to the course instructor prior to the deadline for grades for the semester.** A copy of Oral Defense Evaluation Form is provided at the end of this document.*

Assignments	Percentage (%)
Monthly presentation	$4 \times 15 = 60$
Monthly presentation file submission	$4 \times 3 = 12$
Monthly presentation feedback for others	$4 \times 3 = 12$
Approval emails from advisors	1 st : 5 2 nd : 5 3 rd : 6
Total	100

University Policies

Per [University Policy S16-9](#), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on [Syllabus Information web page](#) (<https://www.sjsu.edu/curriculum/courses/syllabus-info.php>). Make sure to visit this page to review and be aware of these university policies and resources.

(1) Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at SJSU. The [University's Academic Integrity policy](#), located at <https://www.sjsu.edu/senate/docs/F15-7.pdf>, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development](#) website is available at <http://www.sjsu.edu/studentconduct/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please let me know as soon as possible. [Presidential Directive 97-03](#) at https://www.sjsu.edu/president/docs/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the [Accessible Education Center \(AEC\)](#) at <http://www.sjsu.edu/aec> to establish a record of their disability.

Additional Information

(1) Status update presentations

Status update presentations must be succinct. On all but the first presentation date, you will have a maximum of 10 minutes to deliver your presentation. Make sure to include the following in each:

- The title of your project, your name, program of study, and primary advisor's name
- One slide that briefly discusses the scope of your project. This is very high level and is intended only to remind the audience of what you are doing. It is recommended to avoid walls-of-text and limit this slide to 30 seconds of speech, maximum.
- Provide a status update on your work since your last presentation. This should be the bulk of your brief presentation.
- One slide indicating your action items for the next month.
- A Gantt chart showing your milestones from the start of the current semester through your anticipated completion date. Do not include information from 281 unless you are taking it concurrently with 298/299.

Your first presentation will be slightly different from the rest and will be discussed on the first day of class. Your advisor's approval is not required for this presentation.

(2) Committee members

As per CME and University guidelines, the official Reading Committee must consist at the minimum of (1) one CME tenured or tenure-track faculty member, (2) another SJSU faculty member who can be tenured/tenure track or temporary, and (3) a third member who can be another faculty, tenured/tenure track or temporary, or an industrial representative who has a Ph.D. or is a senior level manager (Students who are on the thesis track must have minimum three members. Students who are on the project track must have minimum two members (1) and (2 or 3)). If the work is being sponsored off-site then the Reading Committee must contain a senior representative from the company/agency sponsoring the work. Additional members can be added such as additional industrial representatives, but the three official members described must be at the oral defense or the defense will have to be rescheduled. Under no circumstances can the defense proceed if one of the two (Project Track) or three (Thesis Track) described members is not present. However, the Reading Committee can change between the Proposal Defense and the Final Thesis/Project defense as long as the two (Project Track) or three (Thesis Track) Reading Committee Members described are represented.

(3) Final Written Report

Project and thesis students must both submit final written reports. Both thesis and project reports must follow the CME thesis guidelines. The thesis report must also follow the SJSU thesis guidelines. These are available on the CME graduate advising website.

You should be in frequent contact with your primary SJSU research advisor throughout the writing of the report. Contact your other committee members at least one month before the date of the defense to schedule the date and update them on your project.

At a minimum, a final draft following SJSU and CME Thesis/Project Guidelines and that has been proofread to remove all formatting, referencing, grammar and spelling errors needs to be given to the SJSU research advisor at least 3 weeks before the intended oral defense date. This is a tentative date. Depending on the structure of the report, quality of writing, and technical analysis, some drafts may require extra time before a defense is allowed. A hard copy of your final draft is due to the remaining committee members at least one week before your oral defense date. An Executive Summary must also be attached to your report.

- For thesis students, the APPROVED final report is due **mid-semester to graduate studies**. For the exact due date, see graduate studies website.
- For project students, the APPROVED final report must be submitted to your primary SJSU research advisor by the last day of classes.

The final project or thesis report must be uploaded to Turnitin.com and reviewed by your primary SJSU research advisor. Your advisor will sign off on the review of this at your oral defense. All Reading Committee members should be given a bound copy of the thesis after it has been bound by Graduate Studies or a corrected copy of the project report.

(4) Final Oral Defense

Project and thesis students both must have an oral defense. The defense date should be scheduled at least two weeks prior to the due date of the final written report. This means a complete final draft with minimal errors of any type, editing, formatting, grammar, spelling, must be submitted to your SJSU research advisor at least six weeks before the final report due date. The SJSU Research Advisors will not schedule a defense date until they approve the final draft of the complete thesis or project report.

The oral defense will last one hour at least; you should plan to speak for approximately 30 minutes, with the rest of the time for questions. The defense must utilize professional presentation software such as Power Point including the guidelines presented in CME 281. The committee members should be given a hard copy of the slides at the presentation. The included rubric will be used by the committee members during the oral defense.

FINAL GRADUATION CHECKLIST

The following list of items need to be turned in to the graduate coordinator AFTER the oral and written final defense has been approved. The student should turn in all items EXCEPT the first item. All requested documents should be turned in to the Graduate Coordinator as soon as possible so that the student can meet semester graduation deadlines. The Graduate Coordinator cannot process the final paperwork without the following items.

The **SJSU Research Advisor** should personally turn in the original of the form to the Graduate Coordinator, although they may give a copy to the student.

- the original Final Defense Approval form including the signature for the statement “The Turnitin.com report has been reviewed”.

The **student** should collect the following items and turn them in to the Graduate Coordinator

- a copy of the title page
- a copy of the signed signature page that goes after the title page with the date of the defense listed
- a list of EACH 298/299 that currently has an RP or Incomplete grade listed, along with the semester you originally enrolled and the number of units you took.
- Your student ID number
- A request to have your Graduate Coordinate submit a Verification of Culminating Experience form to Graduate Studies

Supplemental Information

Writing Your Final Thesis/Project Report

You must follow the SJSU and CME thesis guidelines when you write your final Thesis/Project and give your oral defense of your Thesis/Project. The minimum sections that must be included are listed below (you may also have a background chapter, you may also have a separate results chapter and discussion chapter, you may also have a separate future work chapter, etc.

- Title Page as all pre-Introduction Pages as per SJSU thesis guidelines following SJSU and CME format rules
- Table of Contents
- Abstract
- Introduction
- Literature Review
- Hypothesis/Objectives
- Materials and Methods
- Results and Discussion (including future work if applicable)
- Conclusions
- References in CME guideline format
- Appendices (if necessary)

All details of your work should be included in your report so that someone could recreate your experiments while only using your report for instructions. This means all chemicals, equipment, important size information, data, etc. should be included. Some of this information can appear in the appendices.

Modification of 281 Proposal

You have the first four chapters by the time you pass 281, but need to modify:

1. Your literature review, which should have all the new literature from the time you end 281 to the time you defend. You might also find you need to add some basic literature review in order to adequately discuss your results.
2. Change the future tense in your materials and methods section to past tense and modify any procedures that you modified when you actually ran your experiments.

Your written report should include all results and all experimental details, especially since you might write a paper a few months down the road and need some detail that seemed trivial at the time but later some of your results will hinge on knowing the answer to that detail.

Results and Discussion

For your final Thesis/Project written and oral presentation, your committee will be looking for the following to be covered in your results and discussion section where applicable

1. Good presentation of your results (this is merely how you choose to present your results so that you can show the details that are important, curves, histograms, tables etc. If you are comparing two models, for instance, it is best to put them on the same graph so differences are obvious. The author, meaning you, must decide what the best presentation is, so this is one area on which you are evaluated; do you pick an effective style to present your results?

2. Discuss the trend of the results. This is merely saying whether there is a trend such as a linear curve, a maximum, a minimum etc. exhibited by the results.

3. A discussion as to what the results mean. This is the skill that distinguishes you from a technician and what your committee will be most interested in. This is where you should, in most cases, **discuss your results in comparison to work that has been done by other researchers that has been reported in the literature** (and why you may find you need to add some papers to your literature review if they weren't there originally) or that has been done by other SJSU students. You will discuss where your work is consistent with theory or other researchers. Where it is not consistent you will discuss your thoughts as to why it is not, usually in reference to theory although you could also postulate with regards to the trends that were exhibited and what they might mean.

This is the part that goes in a separate Discussion chapter if you choose to keep your discussion separate from your results (you can have a single Results and Discussion chapter, or a separate chapter for each).

You can include a Future Work Section in your discussion in which you describe other experiments you think would be worthwhile to do based on your results, and your expertise in the area.

4. Discussion of the goodness of your data. You need to show your data is meaningful. Comparison to a known baseline, repeated runs with low standard deviation, consistency with theory or with others who have run the exact same experiments, etc. are some of the ways you can show this. You need to include some discussion of error and the goodness of your data if you do experimental work.

5. You also need a Conclusions Chapter. This should only focus on what you actually showed in your experiments (what you can prove per se). There should not be any global conclusions about what would happen in regions other than those you ran your experiments. Also, there should be no postulation as to meaning; postulation is only for the discussion section. The Conclusions Chapter is only for those facts you can definitively show based on your experimental results.

Common Written Presentation Errors

The following are some errors that showed up in a number of written presentations and/or that Graduate Studies refused to accept some recent theses or projects showing these errors:

1. Do not use bold characters on your Title Page or in the Table of Contents. (Graduate Studies)
2. Fives spaces is needed at the beginning of each paragraph. Graduate Studies takes this as indenting 0.25 inch. If you space over 5 times they consider that only 2.5 spaces (they are going by letters not empty spaces).
3. Graduate Studies requires a comma between nouns for three or more in a sentence; e.g. There are an apple, a banana, and an orange on the table.

4. The month and year that should appear on the title page is your graduation month such as May 2020, August 2020 or December 2020 (not your defense month if it is different).
5. In case of long headings (more than one line) for figures, tables or Table of Contents sections, these should be single-spaced. Double-space between one heading and the next in your Table of Contents. The same is true for the references. They are single-spaced within a reference but double-spaced from one reference citation to the next.
6. When referring to Chapter, Section, Appendix, etc. in the text, these should always begin with capital letter (same as Figure 3 or Table 4).
For example: As mentioned in Chapter Three.
As shown in Appendix A.
7. Your Objectives/Hypothesis Chapter must have a few paragraphs (minimum two paragraphs) in order to be considered a chapter.

Final Thesis/Project Oral Presentation

The oral thesis/project defense presentation should follow the 281 proposal defense guidelines in terms of using PowerPoint adequately and having a 30 minute time limit. Review those guidelines and remember the time limit!

Your oral presentation should cover:

- Title Page including Committee Members and presentation date
- Outline
- Introduction
- Literature Review
- Hypothesis/Objectives
- Materials and Methods
- Results and Discussion
- Conclusions (including future work if applicable)
- Acknowledgements

All of this in 30 minutes so you should have no more than about 35 slides! Review the 281 oral presentation guidelines in the 281 Greensheet.

Your introduction can be the basic definitions of importance when you will discuss your results and the significance of your study, why was it important to do this study, what the potential benefit is. Your literature review can be the few key papers you will compare your results to, and perhaps the summary of the literature, at least what is pertinent to your results. Your objective(s)/hypothesis(s) should be shown, as well as the key parts of your methods sections such as your overall flowchart and experimental matrix. This should take no more than 12 minutes of your time.

Here, the main emphasis and time significance should be given to your results and discussion. You do not have to discuss every tiny result, but you do need to figure out which results were significant and show enough detail as to why those are significant.

You should end with a future work, if applicable, conclusions and acknowledgements.

Common Oral Presentation Errors

The main corrections for the oral presentations are

- Do a spell check. Make sure to spell your committee member's names (including Dr.), affiliations, correctly.
- Be consistent in your capitalizing, if you capitalize only the first letter of the first word of your bullets do that for each one, if you prefer to capitalize the first letter of each word do that for each bullet.
- Watch your use of the laser pointer so you are not running the laser through the audience.

Laboratory Notebook Guidelines

Many students will run experiments or build equipment as part of their thesis or project. Even if you are doing a theoretical project, you should keep a lab notebook. The following guidelines will be useful for your thesis/project work and/or if you do laboratory work in industry. Prof. Melanie McNeil took most of this information off web sites (University of Maryland, University of Maryland, Baltimore County, and Stony Brook university) but if she modified something she put her initials next to it (MM).

Recording Practices

- Write everything in the laboratory notebook immediately, don't write it anywhere else, especially on any scraps of paper.
- Especially when you are doing multi-year experiments you will want to be able to find certain runs or troubleshooting information immediately, especially if your results run to multiple lab notebooks.
- It is also helpful to color-code information so you can find it quickly. For instance, the first time you mention equipment model numbers or chemical brand information you can box it in green. (For troubleshooting equipment, procedures etc. you can box those in red. Since many of these things happen infrequently, so are rarely mentioned in the notebook, it is very helpful to color-code when you go back to look for them, for instance when the equipment problem happens again but a year later and you can't remember how you fixed it, or you're writing a paper and you need to get the chemical information for some reagent.)

I box the topic by color in the Table of Contents, red for troubleshooting, green for equipment etc. info, no box for typical runs, but you need to keep up your Table of Contents in order to do that effectively. Otherwise at least box part of the page in some color or tab the pages using color-coded tabs.

If you don't have some method of finding this information, it can be like looking for a needle in a haystack, especially if you have multiple notebooks. MM

<https://otl.stanford.edu/suggestions-keeping-laboratory-notebooks>

Notebook entries should follow these procedures (if there is no chance they will be used in legal proceedings you should follow as many as feasible. These are written assuming the notebooks might be part of legal proceedings at some time. MM):

1. Make entries in permanent medium.
2. Use consecutive pages (don't skip pages or if you do draw a line diagonally across them so it is obvious they were meant to be blank MM).
3. Date entries.
4. Identify subject matter.
5. Include sketches, diagrams, etc.

6. Explain sketches, etc.
7. Photos, drawing, etc., should be identified and permanently attached.
8. Avoid erasures (draw a single line through an erroneous entry so what was originally written is still legible MM).
9. Don't change entries; make new a entry.
10. Pages should be signed and dated after inked entries by the person or persons performing the activity and by at least one corroborating witness.

Your laboratory notebook is the only record of how you actually carried out the experiment. "It is a bad habit to get into if you write down what you think you will do, instead of what you really did do as you did it. For instance, you need to let your furnace heat up to the working temperature, but one set of samples comes back with oxide growth less than expected. You didn't write down whether the furnace had reached the working temperature or not. It is easy to make mistakes and forget to do a certain step. You will not catch these mistakes if you write down what you "intended" to do instead of what you actually "did" do. MM"

The first time you use a chemical, note the brand, catalog number and reference to any relevant hazardous information. Future mentions of the chemicals should refer back to this page number for easy reference. Equipment also comes under this category, and equipment parts. List the equipment used for the experiment including make and model. Be careful to note if there are perishable solutions as part of the piece of equipment and note the date prepared.

It is adequate to mention each item only the first time you use it and then refer back to the original page for subsequent references (which you can find in your Table of Contents if you keep one). Note changes relevant to each experiment, e.g. you changed the column, or the column media, etc. (you should already be dating each page of your notebook so the date will be available).

You should include details of how to set up the equipment, if it needs to be set up. You should include relevant times, such as how long it takes to warm up, if it needs to warm up, etc. You should include details of the order you put chemicals into solutions, list it in an objective and convenient manner, such as the following list of chemicals in a medium:

To make 1 liter:

- 1) In 700 mls of distilled water
- 2) KH_2PO_4 13.3 g/l
- 3) $(\text{NH}_4)_2\text{HPO}_4$ 4.0 g/l
- 4) $\text{MgSO}_4 \cdot 7\text{H}_2\text{O}$ 1.2 g/l
- 5) pH to 7.0 with 10N NaOH, add water to 1 liter.

Notice the way this is written: it lists the exact amounts added and also the molal concentrations. Molar are also fine, then include the actual weights added. If it matters in which order to add the components, note it. (Modified from ChE 194 Greensheet by Dr. Claire Komives)

Note ALL of the observations you observed at each step during the experiment.

Depending on the type of investigation, these may include;

- 1) colors (especially note when they change),
- 2) production of a gas during a reaction,
- 3) formation of a solid (precipitate)

- 4) pH,
- 5) wavelength at which light is absorbed,
- 6) any blank you used for calibration or taring purposes,
- 7) pressure and temperature.

Your memory is not a permanent and accurate repository of these types of information. The fact that you record ALL your observations could mean the difference between success (and being able to publish results) and having to repeat all your experiments again to verify results. MM

Put down all ALL of the quantitative information you need to analyze your results.

For instance, keep track of all intermediate calculations. Don't just put a final calculation without showing all the numerical values of intermediate steps. For instance, you might have wanted 1N NaOH solution but on looking back, because you put all the weights/volumes in, you, or someone else, finds out you actually made 2N NaOH. MM

If you think your notebook might be used in legal proceedings (patents etc.), the following web pages may be of interest:

<http://www.darbylaw.com/note.html>

CME 298/299– M.S. Thesis/Project Defense Approval Form

Student Name			
Student ID Number			
Thesis/Project Title			
SJSU Thesis/Project Advisor Must be Committee Member 1			
Reading Committee Thesis (at least 3 members) 1. Tenure-track CME faculty 2. Tenure-track SJSU faculty 3. SJSU faculty or Senior Industrial Representative Project (at least 2 members/1 CME) 1. SJSU faculty 2. SJSU faculty or Senior Industrial Representative	Committee Member 1	SJSU Department	
	Committee Member 2	SJSU Department/Company	
	Committee Member 3	SJSU Department/Company	
	Committee Member 4 (optional)	SJSU Department/Company	
Upon completion of this form the SJSU Thesis /Project Advisor should email it to the following people: 1. Graduate Student(s) 2. CME Graduate Advisor 3. CME 298/299 Course Instructor			
Thesis/Project Defense Decision Choose one of the following Pass Conditional Pass Fail Enter conditions or comments in box to the right.	The Turnitin.com Report has been reviewed _____ SJSU Thesis/Project Advisor Signature The student is recommended for (Select One) Thesis Project		
Approval of Proposal Decision NOTE: Do not sign form until all other information on both pages is completed.	Name	Signature	Date
	1.		
	2.		
	3.		
	4.		

Reading Committee: As a team, please evaluate the oral and written presentations by scoring the following statements using a ranking of 1 to 5 where 5 = excellent, 3=acceptable and 1=unacceptable. NOTE: ANY SCORE ≤ 3 CALLS FOR A CONDITIONAL PASS AND REQUIRE CONDITION(S) TO BE MET BY THE STUDENT BEFORE THEY CAN PASS THEIR DEFENSE.

1. The student delivered a professional written report. (Note: 1 = insufficient technical content and/or major formatting, and/or lack of adequate referencing, and/or major grammatical/spelling errors, 3 = acceptable technical content, formatting, referencing and grammar/spelling, 5 = excellent report in all aspects)
2. The student delivered a professional oral presentation. . (Note: 1 = insufficient technical content and/or major errors in grammar/spelling and/or insufficient use of presentation software and/or in major errors in deliverance of a practiced presentation including response to questions, 3 = acceptable technical content, grammar/spelling, use of presentation software and deliverance of a practiced presentation including response to questions, 5 = excellent presentation in all aspects)
3. The student was able to show how his/her project relates to work reported in the literature. (Note: 1 = incomplete or irrelevant literature cited and/or inadequate literature discussion, 3 = adequate amount and discussion of relevant literature, 5 = excellent discussion of relevant literature)
4. The student was able to defend his/her proposed experiments based on established and accepted engineering, science and statistical principles. (1 = student did not or was not able to adequately justify the majority of their experimental proposal, 3 = student did adequately justify most aspects of their experimental proposal, 5 = excellent justification of all aspects of their experimental proposal)
5. The student was aware of the global impact of their work on society including the ethical and/or environmental and/or economic impact of his/her work. (Note: 1 = neither the oral nor written presentation had a separate section on the global impact of the proposed work, 3 = both the oral and written presentation had an adequate section on the global impact of the proposed work, 5 = both the oral and written presentation had an excellent section on the global impact of the proposed work).

Please write any other comments you think would help improve the quality of this proposal in the box below: