

MEMORANDUM

TO: AUTO ENG Student
FROM: Henia Kamil
DATE:

RE: Procedures for completing AUTO 503 - Automotive Capstone Project requirements.

You have specified that you will be completing your Capstone Project degree requirements at your employer's facilities.

To help you complete this requirement, we have enclosed the following documents:

1. Guidelines for capstone project located either at employer's facility or on campus
2. Proposal approval form for the project.

When you are ready to submit your proposal, please attach the *Proposal Approval Form* and provide the name of the faculty member (if available) who has agreed to supervise your project. Please make sure to discuss your proposal with your advisor before submitting it for approval.

Once the proposal is approved, we let you know and then you will need to register for the course AUTO 503 to receive the appropriate credit.

cc: student file

Project Guidelines for Student's Participating in a Capstone Project at Employer's Facility or on campus

As part of the M Eng in Automotive degree, each student is required to participate in an *INDUSTRIALLY RELEVANT CAPSTONE PROJECT RELATED TO AUTOMOTIVE INDUSTRY*

I. Student Responsibilities:

- A. Student must submit a proposal that meets the requirements outlined below and has the following components:
 - (a) 1 paragraph executive summary describing the project goals and expected deliverables.
 - (b) Timeline of deliverables
 - (c) Brief description of industry, company and specific facility at which the project will occur
 - (d) Description of problem. All team members and their roles must be identified.
 - (e) Project purpose and goals.
 - (f) Project approach and methodologies
 - (g) Project deliverable
 - (h) Identify faculty advisor from the list of automotive faculty available in the InterPro - AUTO office.

The project proposal must be first approved by the faculty advisor, then by the AUTO director.

- B. Upon approval of the project proposal by the AUTO Director the InterPro – Auto office will inform the student of the registration procedure and take the appropriate steps to register for the course AUTO 503.
- C. Student is responsible to meet and communicate with the faculty advisor during the duration of the project regarding progress updates.
- D. Upon completion of the project, student must provide a report signed by the supervisor and approved by the faculty advisor. The faculty advisor must approve the academic content of this report for the student to receive credit. The report must be 30-50 pages.

The report format is determined by the Faculty Advisor. A suggested format is given below:

- (a) Cover (Company Name, Student Name and participants, Date)
- (b) Title Page
- (c) Table of Contents
- (d) List of Tables/Exhibits
- (e) Number of pages to determined by Faculty advisor.
- (f) Executive Summary (one page maximum)
- (g) Introduction

- (h) Body (Detailed situation analysis, description of results, and key recommendations)
- (i) Conclusion
- (j) Appendices containing all supporting materials.
- (k) It is recommended that the student give a final executive presentation to their sponsoring company including the Faculty advisor.

In case of reports that may contain proprietary information, the student may need to prepare a version of the report that does not contain such information for the faculty advisor

The text should be double-spaced and supporting materials should be placed in appendices.

II. Employer responsibilities:

- Student must have a supervisor at the company; supervisor's position and responsibility must be identified in the proposal.
- Upon completion of the project, student must provide a report signed by the supervisor.

III. Faculty responsibilities:

Faculty advisor:

- Evaluate project report
- Provide general guidance to the student

Team Project (AUTO 503) Proposal Approval Form

STUDENT NAME: _____

DATE: _____

RE: CAPSTONE PROJECT (AUTO 503) PROPOSAL APPROVAL FORM:

I have reviewed your proposal for a summer team project as part of your M Eng. in Automotive requirement:

DATE

- 1. PROPOSAL APPROVED _____
- 2. PROPOSAL NEEDS REVISION _____
- 3. PROPOSAL APPROVED FOLLOWING REVISION _____

COMMENTS:

Faculty Advisor Name: _____

Signature: _____

HUEI PENG _____

DATE: _____

MEMORANDUM

TO: <Student name>
FROM: Henia Kamil
Program Manager
DATE:
RE: Approval of Capstone Project proposal

This is to inform you that the proposal you have submitted was approved on <Date>
You may register for the course in the following manner:

CLASS # :COURSE #: DEPT: ME COURSE #: AUTO503 SECTION #: Faculty
IND #.

If you have difficulty registering for the course, please contact the AUTO office.

cc: student file