

FORMAL RESEARCH REPORT and PRESENTATIONS -- Handout 3

FORMAL REPORT & SLIDES DUE: Hard copy at the beginning of lecture, Monday, November 13, 2006
Electronic copy to Ms. Bourgeois by 5 pm, Monday, November 13, 2006

FORMAL PRESENTATIONS: In recitation, November 14-December 6, 2006.

You are required to work on your own for this assignment. If you have questions, ask Dr. Callen, Ms. Bourgeois, or your recitation instructor.

As you prepare your final paper and presentation, keep in mind that the primary objective of this assignment is to “research, evaluate, and report on a technology or product that is strongly related to electrical and/or computer engineering.” Although there is no single “correct” approach to this assignment, it is likely that your paper and presentation will include the following elements: (a) a brief description of the technology or product selected, (b) a statement of the specific issues and/or questions you considered, (c) a summary of the results you obtained from your research into the published literature, and (d) your analysis and discussion of the results, as applied to the issues and/or questions you selected. Your paper should not merely report technical information, but should “take a stance,” “argue a position,” or “prove a point.” The “why” questions surrounding your topic are typically more important than the “what” or “how” of the technology.

- (1) A formal template for the paper has not been distributed. Your paper generally should conform to the following guidelines, which are typical for a conference or journal paper. Papers must be typed (computer output) using a 10pt or 12pt font. Length should be appropriate to your topic; 8 – 10 double-spaced pages is typical. Your paper should include appropriate section and subsection headers. The first section must be an abstract of 50 – 100 words.

You MUST include proper citations within the body of the paper and a numbered list of references at the end of the paper. Section 10.8 in the Mayfield gives a detailed explanation, with examples, of the IEEE citation and documentation system. A link to the Mayfield is available on the OWL. In general, it is not necessary to quote directly from your sources, but simply to cite them as references. Also, remember to cite the sources for figures, tables, and similar items. You do not need to include a table of contents, list of figures, or similar items.

- (2) The time range for your presentation is 7-8 minutes, which is relatively short for a technical talk. Therefore, you need to plan your talk carefully. It is not necessary to talk about everything that is included in your paper. The slides for your presentation MUST be prepared using PowerPoint. Your first slide MUST be a title slide with the following items: title of the presentation, your name, your recitation section, and the date ("Spring 2006" or calendar date).

A sample PowerPoint file is available on the course website at <http://users.ece.gatech.edu/~hughes/ece4000/>. You should download this file from the web and save it on a disk. The file contains a PowerPoint presentation that provides suggestions on planning your slides and talk, style guidelines for electronic slides, and examples. You can edit a copy of the file to easily create your own slides according to the style guidelines. Save your PowerPoint file on a 3.5" floppy disk. You will need to bring this disk to your presentation, so that the slides can be projected. If your file is too large to fit on a single disk, contact your recitation instructor and Dr. Hughes for assistance.

- (3) Both the formal report and a hardcopy of your slides are due in lecture on Monday, November 13. Print the slides using the "Handouts (6 slides per page)" option on the "Print" menu in PowerPoint. Note that the paper and slides are due on this date regardless of the week in which you actually give your presentation. Late submissions of slides may be penalized.

- (4) Presentations will occur during your regularly scheduled recitations, November 14-December 6. Your recitation instructor will provide a schedule of presenters for each period. Attendance is mandatory at all three presentation periods for your recitation section. You will be required to review the presentations of two other students, using a review form that will be provided. (This schedule may be adjusted for GTREP students.)

- (5) The hard copy of your paper is to be submitted directly to Dr. Callen, except for GTREP students, who should submit their papers to Dr. Al-Regib. The electronic version should be submitted to Ms. Bourgeois. Hard copies sent to Ms. Bourgeois may be shredded, and electronic copies sent to Dr. Callen may be deleted. Make sure your name, section number and title appears on the top page. Do not include a scoring template. Late papers are subject to a penalty schedule, described in lecture, and **MUST** be submitted to Dr. Callen rather than your recitation instructor.