Northeastern Illinois University - Computer Science

Master’s Project Proposal Form

|  |  |
| --- | --- |
| Name: | NEIU ID#: |
| Date: 1/1/1900 | Semester Registering for the Project: |
| Email: | Phone Number: |

**NOTE:** In addition to this proposal, every student is required to obtain an “**Independent Study Form**” from the department, and fill the form, get it signed before they can register for the Master’s project.

1) Project Name:

2) Discuss the scope of the project. Describe with some details what problem you will solve:

3) Describe each component in the solution of the problem. For example, if it is a programming project, the components may be functional specifications, design, coding, testing, documentation, and verbal explanation of the delivered project:

4) Describe in detail what you will learn by completing this project:

5) State where you will work on the project and what resources you will use:

6) Provide a detailed timetable for completion of each component:

7) If your master’s project is part or all of a company’s or agency’s project, complete the following:

Company Name:

Name, phone number, and email address of the person to whom you report:

Explain how your component of the project can be measured separately from the overall project:

8) Grading Guidelines (The following are sample evaluation items):

* Substance of the project.
* Accuracy of the project
* Documentation of the project
* Completion of the project as stated
* Candidate’s level of learning
* Candidate’s presentation of project to committee

Describe at least 3 review points to be used by your advisor to judge the quality of your completed project:

1.

2.

3.

Other:

9) Presentation

The student must give a presentation of the final project to a committee of three faculty members, including the Project Advisor and Co-Advisor. This will take place approximately 10 days before the last day of classes. The committee must approve the final project in order for the student to receive a grade. The presentation should include a 10-minute Power Point overview of the project as well as a demonstration of the project if appropriate. In all, it should last not more than 40 minutes, as there will be at least 10 minutes of questions during and/or after the presentation. The committee will discuss the project in private, then report back to the student with one of three outcomes:

(1) Approved. In this case, the committee will sign this form and the advisor

can submit a grade for the student.

(2) Not Approved. In this case, the committee will not sign the form, and the

student will have to do significant work to redo the project and

try again next semester.

(3) Conditionally Approved. In this case, the committee may request additional work or

documents to be completed, but the committee will not have to

meet again. All but the Advisor will sign off. The Advisor will

sign once the committee’s requests are completed.

10) Guidelines for Documentation

The student will keep a portfolio of the proposal, the work in progress, and the final project. The portfolio must contain a record what the student has accomplished and learned (usually this record is about 4 pages long).

**Interim Reporting**

The student will report progress to the primary advisor at least four times and to the the co-advisor at least two times before the final presentation. The student will report activity and learning, show results since the last meeting, and show what will be completed before the next meeting. For outside projects, students must keep a daily log of activities.

**Master’s Project Requirements**

Read the following Master’s Project Requirements, then sign and date at the end. Keep a signed copy for your records.

Students are required to complete a comprehensive project totaling at least 3 hours of credit.

The amount of time to be spent on the project is roughly equivalent to 15 hours of work per week, for the duration of an entire semester. However, this is not an exact value and the amount of time needed is not necessarily limited to this value.

Many aspects of your project may evolve as you work on it and research necessary information. This is to be expected and is similar to what you can expect when you have a job. Have a clear agenda for every meeting and come prepared with speciﬁc questions and an open mind to brainstorm about potential solutions.

Your primary advisor will make the ﬁnal determination as to when your project is complete and you are ready to present. Other factors such as job commitments, visas, etc. should not be used as excuses for demanding completion and will not be considered. In addition, your project completeness and level of difﬁculty are not relative to what other students have completed as projects in previous/current semesters.

Projects must have appropriate content for graduate work. Projects that are merely focused on learning a new technology will not be approved for completion by your committee. You should be able to demonstrate how your project is more substantive/challenging than that of an upper-level undergraduate project. Your project should meet the ﬁrst criteria and at least one or more of the remaining criteria:

* Technical Merit (required): Are the tools and techniques implemented in the project unique to the level of a graduate student?
* Technical Innovation: Have you developed or used techniques or tools that have not been implemented previously?
* Theoretical Innovation/Analysis: Have you performed a mathematical/algorithmic analysis, developed and analyzed a new architectural pattern, etc.?
* Critical Analysis: Have you gathered and analyzed data, leading to a more in-depth understanding of a particular subﬁeld of CS or software design?

Failure to meet at least one of the above items will result in a lower overall grade.

**Additional Requirements**

* If the primary advisor of a student is not tenured or tenure-track, the co-advisor will be their graduate advisor given by the first letter of the student’s last name.
* Each student is required to submit and show their project to the co-advisor two to three weeks before the presentation.
* In the individual oral presentation, each student is expected to demonstrate a strong understanding of the substance (tools, techniques, algorithms, theory, etc.) and the purpose of the project.
* Each student is required to provide each of their committee members with documentation (bound) on the project, in a format speciﬁed by the primary advisor. Note that documentation should be original work and should not contain extensive pages of code.
* Each student is required to provide their primary advisor with a digital copy of their project.
* The Master’s Project and documentation MUST be original work. The following links provide information on ensuring quality original work and NEIU’s policies on plagiarism:
* Plagiarism: <http://www.plagiarism.org/>
* NEIU Student Code of Conduct: <http://www.neiu.edu/university-life/student-rights-and-responsibilities/student-code-conduct>

By signing below, I attest that I have read the above Project Requirements and understand my responsibilities and requirements for successful completion of CS-490, and if I violate any of the requirements or fail to complete my responsibilities, I may fail the course or may need to continue for more than one semester to complete the project, either of which could delay my graduation.

**Student Primary Advisor**

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Signature Signature

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Student ID Number Date

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

Date

|  |  |
| --- | --- |
| Student Name: | NEIU ID#: |

**MS Project Completion** – Project Presentation Approval

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Project Advisor’s Printed Name Project Advisor’s Signature Date

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Co-Advisor’s Printed Name Co-Advisor’s Signature Date

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Third Faculty Member’s Printed Name Third Faculty Member’s Signature Date

**MS Project Start** – Acceptance of this Project Proposal

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Project Advisor’s Printed Name Project Advisor’s Signature Date

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Co-Advisor’s Printed Name Co-Advisor’s Signature Date