



LEVEL III CHECKLIST - ALL TEAMS

FALL 2009

INST		TEAM NAME	
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The Level III Checklist is to be submitted with the Final Report no later than **December 1st**.

LEVEL III REQUIREMENT CHECKLIST

The Final Technical Report submitted . . .

- Follows report writing guidelines
 - Typed, double-spaced, bound, no pg limit
 - Avoided writing in first-person
 - Spell-checked
 - Grammar / punctuation checked
- Includes the following report sections:
 - Cover Stock back and front
 - Edges are bound [spiral, tape, etc]
 - Cover Page
 - Acknowledgements [optional]
 - Table of Contents
 - List of Figures
 - Abstract or Introduction
 - Sponsor / Research Group Identification
 - Collaborative Efforts
 - Team Identification / Members Profile / Future Plans after graduation
 - Topic Background Information
 - Design Objective
 - Project Requirements & Restraints
 - Design Plan /Methodology
 - Final Design Concept
 - Tests and Conclusions
 - Safety & Hazard Analysis
 - Drawings and Schematics
 - Project Timeline
 - Conclusion
 - Reference / Bibliography
- Appendices
 - Trip & Expense Report [this period]
 - Budget Report [this period / total]
 - Semester II Grant documentation [if applicable]
 - Project Photos
 - Program Evaluation from all team mbrs [By Apr 30]
 - Option Area Rpts I II III
 - Other:
- Copy to:
 - TSGC [1 bound copy, 1 emailed copy]
 - Advisor [1]
 - Mentor [1 bound]

Notes: