



Graduation Design Project Course Manual

1444H



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List of abbreviations

DC	Department Council	HOF	Head Of Department
SC	Steering Committee	GDP	Graduation Design Project
GDPC	Graduation Design Project Committee	GDPE	Graduation Design Project Examiner
PC	Academic Program Committee		



1. College Vision.

To become a national leader in providing high quality education in the area of engineering and computer science.

2. College Mission

The College seeks to prepare students for successful careers and lifelong learning in engineering and computer science through knowledge creation, technology development, and innovation.

3. College Objectives

1. Provide excellence in terms of knowledge in the field of Basic and Computer Sciences and Engineering.
2. Offer knowledge for students to continue their professional development through advanced study, training, and research in technical and professional fields.
3. Encourage students to contribute to economic development and society through applications of Engineering and Computer Science in government institutions, public service, research, and other areas.
4. Urge alumni will exhibit their technical and social skills to play a successful role as leading scientists and engineers.



4. Academic Program

4.1 Computer Engineering Program

Vision

To become a national leader in providing high quality education in the area of computer engineering and computer network.

Mission

To excel in embracing knowledge and continuing education; to be recognized as a program that offers one of the best programs in computer engineering and computer network; to provide an environment in which students are given the essential resources to address and solve real-world problems; and to promote active learning, critical thinking, and engineering judgment. In addition, offering internship, co-op and continuing education programs that produce graduates for the highest paid jobs.

Program Educational Objectives (PEOs)

Demonstrate success in the professional practice of computer and network engineering by interacting with members of professional teams in industry, government, and other organizations.

1. Keep students' professional knowledge updated through continuously learning new concepts and identifying the new directions in areas of computer engineering and network engineering.
2. Have good manners in their professional environment and develop skills to enhance the state of their practice in a dynamic professional environment.



4.2 Computer science

Vision

To become a national leader in providing high-quality education in the area of computer science and software engineering.

Mission

The department seeks to provide quality undergraduate education in both the theoretical and applied foundations of computer science and software engineering. It also seeks to train students to effectively apply this education to solve real-world problems, thus amplifying their potential for lifelong high-quality careers.

Program Educational Objectives (PEOs)

1. Prepare students to be accepted for an entry-level job in high reputed worldwide organizations, immediately after completing the degree.
2. Qualify students to critically analyze and apply a range of concepts, principles, and practices in computing, software engineering and information management.
3. Equip students with the skills to work as individuals with minimum guidance and as leaders or members of a team.
4. Encourage students to follow appropriate practices within a professional, legal, and ethical framework.
5. Provide students with the knowledge to recognize the need for and be capable of pursuing Life-long learning.
6. Make student to pursue graduate studies to successfully complete an advance degree.



4.3 Electronics and Communication Engineering

Vision

To become a national leader in providing high-quality education in the area of electronics and communication engineering.

Mission

The department seeks to be recognized internationally as an accredited pioneering program in electronics and communication engineering. It also seeks to provide an environment in which students are given the essential resources to address and solve real-world problems and to promote active learning, critical thinking, and engineering judgment.

Program Educational Objectives (PEOs)

1. Provide graduates with the knowledge and skills required for a successful engineering career.
2. Emphasize professional engineering principles.
3. Encourage students to participate in establishing knowledge-based society in the Kingdom.



4.4 Industrial Engineering

Vision

Excellence in providing knowledge and skills in industrial engineering that transform students into well-qualified and efficient industrial engineers who contribute to the welfare of society by providing innovative production systems, products and services.

Mission

To provide a high-quality, up-to-date, and internationally recognized educational program in Industrial Engineering to graduate an industrial engineer equipped with the scientific and technological foundations, techniques and skills necessary to pursue careers in a variety of industrial engineering institutions, as well as those who are ready to meet the growing challenge of designing, promoting and implementing industrial engineering solutions in The industry underwent rapid change.

Program Educational Objectives (PEOs)

1. Provide excellent teaching and adequate education environment with state-of-the-art knowledge and technology related to Industrial Engineering.
2. Contribute towards developments of the knowledge in Saudi Arabia and excellence in the education system in general.
3. Encourage the faculty to conduct good research activities for developing the IE knowledge and sciences.
4. Have strong cooperation with local industry and provide services to the local society.



5. Introduction

The graduation design project provides an integrated assessment of the students toward the desired engineering and computer science competencies. The graduation design project is the first step to transfer the students from the academic community to the industrial environment. The main target of the graduation design project is to improve the student's technical skills, and communication skills by integrating writing, presentation, and teamwork opportunities. The graduation design project is comprehensive and focuses on professional practice and includes a variety of non-technical issues such as professional and ethical responsibility, safety, reliability, and social impacts.

The Graduation Design Project in the College of Engineering and computer science consists of two consecutive phases. Phase one is graduation project I (XX 498) and phase two, is graduation project II (XX 499).

The Graduation Design Project courses are used to assess the eleven ABET outcomes consisting of the ability to: apply previous knowledge, design and conduct experiments, design a system, function on multi-disciplinary teams, identify, formulate, and solve engineering and software problems, adhere to professional and ethical responsibilities, communicate, understand the global and local impact of engineering and software solutions on society, engage in lifelong learning, have knowledge of contemporary issues, and use modern engineering and software tools for practice. Students' abilities in these outcomes are measured using outcome-specific project-related lectures and assignments given throughout the semesters.



6. Graduation Design Project Objectives

The objectives of the Graduation Design Project are:

1. To use the skills acquired in the other courses to solve real engineering and software problems.
2. To enhance the creativity of the students in analyzing and solving engineering software Problems.
3. To create an environment to promote cross-disciplinary learning and a team approach to problem-solving.
4. To develop the ability of self-learning.
5. To prepare students to be successful in their industrial careers.

7. Graduation Design project course

The GDP is planned to be completed by the end of the semester and divided into two courses: course: XX498 and XX499.

7.1 XX498 course

The student should take a B.Sc. project in a related area to his specialization and with technical merit. This project is for two semesters; it is counted as three credits for the first semester. At the end of the semester, the student submits a report describing his projects and the parts he completed in the first semester and proposed parts in the 2nd semester. The projects are oriented toward providing experience in the establishment of objectives, criteria, synthesis, analysis, construction, testing, and evaluation; solution of open-ended problems; design methodology.

XX498 Outcomes:

By the end of this course, the students are expected to be able to:



1. Define and formulate engineering problem and software system problem definitions
2. Work, interact, cooperate and coordinate as a team.
3. Acquire oral and written communication skills.
4. Apply theoretical knowledge gained into practical use beginning from the problem description and proceeding through various design phases to end up with a practical solution.
5. Deliver presentations that are effective.

.2 XX499 course

The student should take a B.Sc. project in a related area to his specialization and with technical merit. This project is for two semesters; it is counted as three credits for each semester. At the end of the semester, the student submits a report describing his projects and the parts he completed during the semester. The projects are oriented toward providing experience in the establishment of objectives, criteria, synthesis, analysis, construction, testing, and evaluation; solution of open-ended problems; design methodology.

Prerequisite: XX 498.

XX499 Outcomes:

By the end of this course, the students are expected to be able to:

1. Identify problems and comprehend the idea of practical research in architecture.
2. Apply engineering and computer science methods and ideas to solve a practical issue.
3. Demonstrate in-depth understanding of the subject matter of the project they are working on, solve Issues utilizing their knowledge and abilities, and put solutions into practice and test them.
4. Utilizing appropriate research methodologies and techniques in different situations
5. Identify potential solutions for the project problem, see patterns and modularize the,



6. Problem recognize hidden meanings and identify components, and show proficiency in engineering and Software systems principles.
7. Work, interact, cooperate and coordinate as a team.
8. Deliver presentations that are effective.

7. Phases of Graduation Design Project

Table1: There are seven primary phases to GDP implementation, which are as follows:

Phase	Statement
1	Planning and organizing the graduation design project's activities. (GDP)
2	Having completed stage I of the Graduation Design Project (GDP), Course XX498.
3	Assessment of stage I of the Graduation Design Project (GDP) according to the evaluation strategy.
4	Monitoring progress and follow-up on the graduation design project (GDP).
5	Execution of stage II of the Graduation Design Project (GDP), Course XX499
6	Assessment of stage II of the Graduation Design Project (GDP) according to the evaluation strategy.
7	Students Responsibilities

Phase 1: Planning and organizing the graduation design project's activities. (GDP)

This phase has to be completed in the semester before the semester when project execution will begin.

1. A GDP Committee (GDPC) must be established by each department through the department council and under the supervision of the department head (HOD).



2. The GDPC must invite the department/program faculty members to send their suggestions for the new GDP by the end of the sixth week of the semester before the GDP semester.
3. The GDPC must gather the GDP proposals by the tenth week of the semester before the GDP semester. It is the duty of the faculty member to present his idea(s) to the GDPC. It is advised that each GDP proposal have the following items:
 - a. Title of GDP
 - b. GDP-supervisor(s)
 - c. specific objectives of GDP
 - d. Each student's program or task (option)
 - e. The specifications, if any, such as prerequisites, optional courses, and a certain GPA for each program.
 - Brief Description
 - Recommended number of students
4. Timetable for each track (option).
5. Each proposed GDP student must read the committee announcement (discussed in the preceding activity) and set/arrange his goals for the project ideas that would be appropriate for his skills before submitting them to the GDPC.
6. The GDPC is in the responsibility of selecting teams of three to four students for each GDP.
7. Following that and before the last test week of the semester before the GDP semester, the GDPC is required to publish the final list of the students who have submitted Nominations for the GDP using the GDP-1 form.
8. After the student project assignment, the remaining project ideas may be prepared for the next semesters.



Phase 2: Having completed stage I of the Graduation Design Project (GDP), Course XX498.

A. First GDP Implementation Semester Meeting

The initial meeting between each student team and the supervisor(s) may actually happen during the first week of the GDP implementation semester, but no later.

Activities that must happen during this meeting include:

1. The supervisor(s) must inform their students about the GDP objectives and outline, the GDP phases, the follow-up policy, the grading system, the urgent case form, the creation of the documentation, the final report, the presentation, etc.
2. The supervisor(s) must go through with their students the timetable for their graduation design project.
3. The supervisor(s) must assist the students in creating and signing the tasks sheet as shown on the GDP-02 form.
4. The role(s) of the team reporter must be prepared by the students for the rest of the semester.

B. GDP holds regular progress meetings

During the GDP implementation semester, this phase is used.

1. During the GDP semester, students are required to meet with their supervisor(s) on a weekly basis and to report this meeting and their duties assigned using the Form GDP-3-1. The form is to be stored in the GDP portfolio and given to the Supervisor(s).
2. The supervisor(s) must monitor students' performance as it is assessed using the GDP-3-2 form (attendance, punctuality, and weekly assignments).
3. According to the directives of the supervisor(s), additional meetings may be held at any time during the week.



C. End of GDP Stage I, XX 498

It is intended that the GDP team achieves the GDP target at the end of this stage, XX 498.

Objectives:

1. Identification and framing of the problem.
2. Literature review.
3. Innovative vision and the creation of solutions.
4. Preliminary or conceptual design of the GDP within practical parameters.
5. Appropriate final report format.

Phase 3: Assessment of stage I of the Graduation Design Project (GDP) Based on the evaluation strategy

A. Exam Process

This phase is applied during the GDP implementing semester.

1. The GDPC is required to notify, by the end of the 14th week of the GDP Implementation semester, the assignments of the exam committees for the active GDPs and the scheduling of the final presentations in accordance with the academic calendar.
2. Each team must submit three draft copies of the final GDP report to the supervisor on a specific day. The supervisor(s) must provide copies to the Graduation Design Project Examiners (GDPE) for review and evaluation.
3. The supervisor(s) must attend and are required to collect the evaluation forms reports from GDPEs, such as GDP-4-1 and GDP-4-2, and calculate the Average marks.
4. GDPE must attend the presentation on the scheduled day and complete Form GDP-4-2 to evaluate the presentation.



5. Complete the final form (GDP-4-3) for each student
6. Evaluation and report the final grade to the HOD and Students Affairs Office.

The student is responsible for incorporating all of the examiners' suggestions and Revisions into the final GDP report that is issued after the presentation. They must provide their principal supervisor with three final copies (s). All requirements for the final report must be met, as well as the corresponding checklist. To ensure that all Changes, suggestions, etc. were taken into account, the principal supervisor(s) must sign the final copy. To be included in the library department, the copies must be Given to the head of the department.

B. Evaluation Strategy

The evaluation of each student will be based on two criteria:

- Individual evaluation: Each student will be evaluated, individually, based on his semester work and his oral presentation.
- Entire team evaluation, will be based on the written report, design approach, and the GDP product, as well as the overall presentation materials. As shown in figure 1

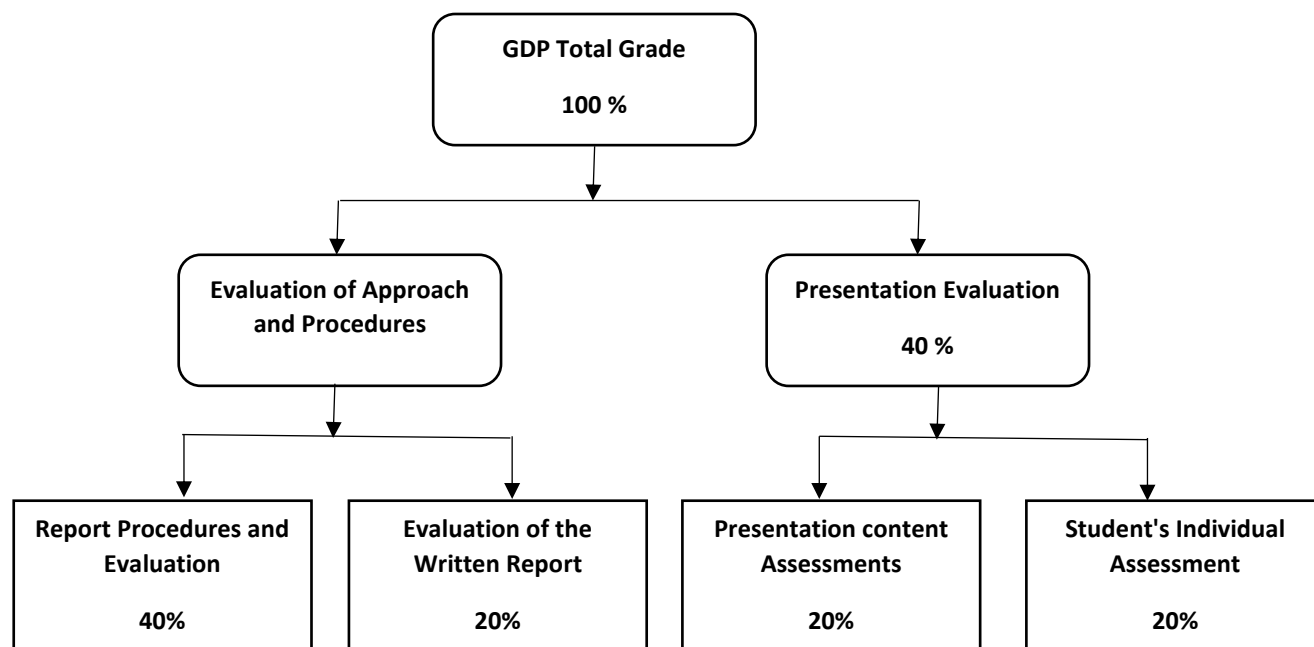


Figure 1: GDP Students' Evaluation Strategy for the GDP; Phase I

Phase 4: Monitoring progress and follow-up on the graduation design project (GDP).

The GDP supervisors must carry out a comprehensive evaluation of the GDP at this stage, Taking into account all of its intended goals, completed tasks, and pending tasks and Activities. Re-plan the tasks and activities for the GDP's second phase (Course XX 499).

Phase 5: Execution of stage II of the Graduation Design Project (GDP), Course XX499

A. GDP Implementing Semester

The first meeting between each student-team and the supervisor(s) may be held on or before the first week of the GDP implementing semester. The following activities must be held during this meeting:

1. The supervisor(s) should discuss the GDP objectives and outline with their Students. They should also go over the GDP stages, the follow-up policy, the The grading system, the urgent case form, the production of the documentations,



The final report, time plan, and the presentation.

2. The supervisor(s) must assist the students in creating and signing the task sheet, Which should follow the GDP-3-2 form.

B. Regular Progress Meetings of the GDP

During the GDP semester, students are required to meet with their supervisor(s) on Aweekly basis and to report this meeting and their duties assigned using the Form GDP-3-1

C. End of GDP Stage II, XX 499

At the conclusion of this stage, XX 499, it is anticipated that the GDP team will have accomplished the GDP planned objectives and tasks:

1. The outcomes of the GDP's evaluation and verification.
2. The final GDP product within the realistic parameters.
2. The final report of the GDP in the appropriate format

Phase 6: Assessment of stage II of the Graduation Design Project (GDP) according to the evaluation strategy

This phase is applied during the GDP implementing semester.

1. The GDPC is required to notify, by the end of the 14th week of the GDP Implementation semester, the assignments of the exam committees for the active GDPs and the scheduling of the final presentations in accordance with the academic calendar.



2. Each team must submit three draft copies of the final GDP report to the supervisor on a specific day. The supervisor(s) must provide copies to the Graduation Design Project Examiners (GDPE) for review and evaluation.
3. The supervisor(s) must attend and are required to collect the evaluation forms reports from GDPEs, such as GDP-4-1 and GDP-4-2, and calculate the Average marks.
4. GDPE must attend the presentation on the scheduled day and complete Form GDP-4-2 to evaluate the presentation.
5. Complete the final form (GDP-4-3) for each student
6. Evaluation and report the final grade to the HOD and Students Affairs Office. The student is responsible for incorporating all of the examiners' suggestions and Revisions into the final GDP report that is issued after the presentation. They must Provide their principal supervisor with three final copies (s). All requirements for the final report must be met, as well as the corresponding checklist. To ensure that all Changes, suggestions, etc. were taken into account, the principal supervisor(s) must Sign the final copy. To be included in the library department, the copies must be Given to the head of the department.
7. Create the final GDP poster that will be displayed at the College's yearly GDP Symposium.

A. Evaluation Strategy

The evaluation of each student will be based on two criteria:

- Individual evaluation: Each student will be evaluated, individually, based on his semester work and his oral presentation.



- Entire team evaluation: will be based on the written report, design approach, and the GDP product, as well as the overall presentation materials. shown in figure 2

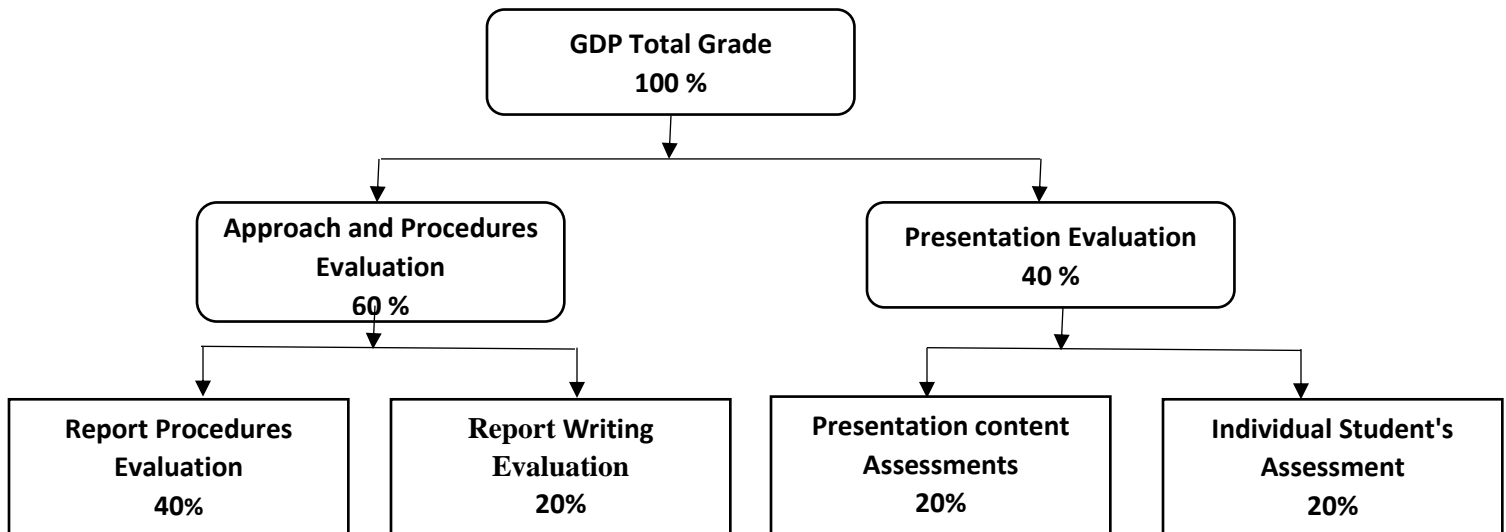


Figure 2: GDP Students' Evaluation Strategy for the GDP; Phase II

Phase 7: Student's responsibilities

1. Knowing all the requirements and passing successfully the numbers of credit hours of the academic program (regulation of the academic program) and all rules of the Graduation Project Design, (student manual).
2. Student familiar with project concept and Proposal.
3. Knowing the project objectives, implementation, and outcomes.
4. Working in coordination and collaboration with the team members.
5. Preparing the presentation and final report for the project.
6. Correcting and taking the examiner's comments into consideration after the final presentation.
7. Submit three hard copies and one soft copy of the final report to the supervisor.



APPENDIX (A)

GDP COURSES AND FORMS



XX 498: Graduation Design Project I

1. Course Name and code: Graduation Design Project I, XX 498
2. Credit hours : 3 hrs
3. Coordinator :
4. Specific course information

A: Course- Description

The student should take a B.Sc. project in a related area to his specialization and with technical merit. This project is for two semesters, it is counted as three credits for the first semester. At the end of the semester, the student submits a report describing his projects and the parts he completed in the first semester and proposed parts in the 2nd semester. The projects are oriented toward providing experience in the establishment of objectives, criteria, synthesis, analysis, construction, testing, and evaluation; solution of open-ended problems; design methodology

5. Specific Objectives for the course

A: Course-Specific Outcomes

By the end of this course, students are expected to be able to:

1. Define and formulate engineering problem and software system problem definitions.
2. Work, interact, cooperate and coordinate as a team.
3. Acquire oral and written communication skills.
4. Apply theoretical knowledge gained into practical use beginning with the problem Description and proceed through various design phases to end up with a practical Solution.
5. Deliver presentations that are effective.



B: Relation to the student outcomes

Students Outcomes		None	To some extend	High
1	Ability to apply knowledge of engineering, and computing, appropriate to the discipline			
2	Ability to analyze a problem and identify the engineering and computing requirements appropriate for its solution; ability to design, implement and evaluate the projects to meet desired needs.			
3	Ability to function effectively as a member of a team to accomplish a common goal			
4	An understanding of professional, ethical, legal, security, and social issues and responsibilities			
5	Ability to communicate effectively with a range of audiences.			
6	Ability to apply mathematical foundations, algorithmic principles, and engineering and computer science theory to the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in projects in engineering and software.			
7	Ability to apply design and development principles in the construction of engineering and software systems of varying complexity.			



XX 499: Graduation Design Project 2

1. Course Name and code: Graduation Design Project-2, XX 499
2. Credit hours : 3 hrs
Contact hours : 4hrs
3. Coordinator :
4. Specific course information

A: Course- Description

The student should take a B.Sc. project in a related area to his specialization and with technical merit. This project is for two semesters, it is counted as three credits for the first semester. At the end of the semester, the student submits a report describing his projects and the parts he completed during the semester. The projects are oriented toward providing experience in the establishment of objectives, criteria, synthesis, analysis, construction, testing, and evaluation; solution of open-ended problems; design methodology.

Prerequisite: XX 498.

5. Specific objectives for the course

A: Course Specific outcomes

By the end of this course, the students are expected to be able to:

1. Identify problems and comprehend the idea of practical research in architecture.
2. Apply engineering and computer science methods and ideas to solve a practical issue.
Demonstrate in-depth understanding of the subject matter of the project they are Working on, solve Issues utilizing their knowledge and abilities, and put solutions into Practice and test them.
3. Utilizing appropriate research methodologies and techniques in different situations
4. Identify potential solutions for the project problem, see patterns and modularize the, Problem recognize hidden meanings and identify components, and show proficiency



In engineering and Software systems principles.

5. Work, interact, cooperate and coordinate as a team.

6. Deliver presentations that are effective.

B: Relation to the student outcomes

Students Outcomes		None	To some extend	High
1	Ability to apply knowledge of engineering, and computing, appropriate to the discipline			
2	Ability to analyze a problem and identify the engineering and computing requirements appropriate for its solution; ability to design, implement and evaluate the projects to meet desired needs.			
3	Ability to function effectively as a member of a team to accomplish a common goal			
4	An understanding of professional, ethical, legal, security, and social issues and responsibilities			
5	Ability to communicate effectively with a range of audiences.			
6	Ability to apply mathematical foundations, algorithmic principles, and engineering and computer science theory to the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in projects in engineering and software.			
7	Ability to apply design and development principles in the construction of engineering and software systems of varying complexity.			



Table 4: List of the GDP forms

Form Code	Form Title	Form Usage	
		For XX498	For XX499
GDP-1	Student's Registration Form	yes	-
GDP-2	Project Implementation Plan	yes	yes
GDP-3-1	Report Meeting	yes	yes
GDP-3-2	Students Performance Evaluation	yes	yes
GDP-4-1	Report Evaluation Checklist	yes	yes
GDP-4-2	Presentation Evaluation	yes	yes
GDP-4-3	Final Evaluation	yes	yes



Supervisor

Form No: GDP-1

Student's Registration Form

Academic year	/ /
Semester	

Student Name		St-No	
Department			
Project Title			
Supervisor(s)			

1. Knowing all the requirements and passing successfully the numbers of credit hours of the academic program (regulation of the academic program) and all rules of the Graduation Project Design, (student manual).
2. Student familiar with project concept and Proposal.
3. Knowing the project objectives, implementation, and outcomes.
4. Working in coordination and collaboration with the team members.
5. Preparing the presentation and final report for the project.
6. Correcting and taking the examiner's comments into consideration after the final presentation.
7. Submitting three hard copies and one soft copy of the final report to the supervisor.

Student Signature:

Supervisor

Form No: GDP-2

Project Implementation Plan

Academic year	/ /
Semester	
Date	/ /

Students Names	1.
	2.
	3.
Department	
Project Title	
Supervisor(s)	

No.	Project Tasks	Weeks																		Supervisor(s) comments
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1																				
2																				
3																				
4																				
5																				

Supervisor(s) Approval	Signatures:		Date: / /
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Supervisor

Form No: GDP-3-1

Report Meeting No ()

Academic year	/ /
Semester	

Student attended	1.	
	2.	
	3.	
	Date:	/ /
Department		
Project Title		
Supervisor(s)		

PART I

No	Students
1	
2	
3	

Meeting Outcomes:

	Subject	Outcomes and Recommendations	Comments
1			
2			
3			
4			
5			

Supervisor	Signature	Date: / /
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Supervisor

Form No: GDP-3-2

PART II

Students Performance Evaluation

Scoring: 0 = Failed, 1 = Weak, 2 = Acceptable, 3 = Good.				
Students name	Attendance	Performs tasks on time	Tasks Performance (Quality)	Team Effectiveness and efficiency
1-				
2-				
3-				

Supervisor Approval	Date: / /
Supervisor Name: _____ Signature: _____	



Supervisor + Committee

Form No: GDP-4-1

Report Evaluation Checklist

Academic year	/ /
Semester	

Students Names	1.
	2.
	3.
Department:	
Project Title:	
Supervisor(s):	

l) Evaluation of the Written Report

No.	Items checklist	Mark	Out of
1	Report Organization (Cover page, Acknowledgement, Table of contents, List of figures, List of tables, sequences, Introducing chapter, Main body chapters, results, conclusions and recommendations, References, and Appendices)		7
2	Report layout (Style& design)		6
3	English Language		3
4	References are cited in the text and written in the standard format.		4
Total			20



Supervisor + Committee

Form No: GDP-4-1

l) Evaluation of Approach and Procedures

1	Introduction, background, and literature review				5
2	Problem statements and project objectives				5
3	Ideas generation				4
4	Project objectives				5
5	Methodology				6
6	Design process and steps adoption and adherence to national and/or international standard specifications.				6
7	Results/ Discussion and outcomes				5
8	Conclusions and recommendations.				4
Total					40

	Final Mark			St-Mark		
Evaluator Name		Final Mark (I+II)		St#1	St#2	St#3
Signature		_____	_____			
Date		60	60			



Supervisor + Committee

Form No: GDP-4-2
Presentation Evaluation

Academic year	/ /
Semester	

Students Names	1. 2. 3.
Department	
Project Title	
Supervisor(s)	

(I) Presentation content Assessment (Examiner)

No.	Item to be checked	Out of	Mark
1	Presentation writing and organization with standard format		4
2	presentation appearance, style, and readability		4
3	English language of the presentation		4
4	The main ideas are presented logically, and clearly.		4
5	Ability to present work to team members		4
Total			20

(II) Student's Individual Assessment (Examiner)

No.	Item to be checked	Mark			Out of
		St#1	St#2	St#3	
1	Time management				4
2	Ability to explain idea, eye contact, clear voice, and student Confidence				4
3	Understanding project objectives				4
4	Ability to negotiate questions and discussions (in English)				4
5	Understanding the technical aspects related to the project				4
Total					20

		Final Mark for Each Student			Date: / /
Student		St#1	St#2	St#3	
	(I+II) /40				
Examiner Name:		Signature:			



Supervisor

Form No: GDP-4-3

Final Evaluation

Academic year	/ /
Semester	

Students Names/No	1.
	2.
	3.
Department	4
Project Title	
Supervisor(s)	

I) Final Report Assessment

Examiner #1	Examiner #2	Examiner #3	Average
A=..... /20	A=..... /20	A=..... /20	A= /20

II) Final Presentation Assessment

St#1			St#2			St#3		
Examiner #1	Examiner #2	Examiner #3	Examiner #1	Examiner #2	Examiner #3	Examiner #1	Examiner #2	Examiner #3
B = /20			B = /20			B=..... /20		

III) Assessment by the supervisors

St#1	St#2	St#3
C = /60	C = /60	C = /60

IV) Final Assessment

Final Mark			
Student	St#1	St#2	St#3
St-No			
Mark /100 /100 /100
Supervisor(s) Signature			
Head Of Dept Approval			Date: / /



APPENDIX (B)

GDP Format Final Report

GDP report format:



Final GDP reports should use the Presentation Method, which is suited for presenting technical work when submitting them to the exam committee. Therefore, the report must have at least these components:

1. Well formatted cover page
2. Acknowledgement
3. Table of contents,
4. List of figures and list of tables
5. Introducing chapter
6. Main body chapters
7. Chapter for conclusions and recommendations
8. References
9. Appendices (if any)

The cover page of the technical work should at least contain:

- The university and college names and logos.
- The names of the students, ID numbers.
- The name of the academic advisor(s).
- The Title of the GDP.
- Semester and year.
- Date of submission.

All the information above must be arranged in good page format.

- Acknowledgment
- Table of contents, list of figures, and list of tables
- Introducing Chapter

Main Body chapters of the Report

1. Subtitle. Divide the main body into chapters/sections and use appropriate titles and subtitles.
2. Should contain the information details in the body.
3. Similar titles and similar subtitles must have a similar format.



4. To help the reader grasp the subject, utilize diagrams, tables, charts, and images .
5. Tables should have titles on the top, while figures have their titles at the bottom.
6. Use language that the alleged reader may readily comprehend.
7. The main body may include:
 - The GDP plan and schedule,
 - A few brief observations, practices, and remarks on each item on the schedule

Conclusions and Recommendations Chapter

References

Appendices

Important points to be noticed in report writing

- In your writing, one paragraph should contain only one subject. If the subject is changed, use another paragraph.
- There should be logical relation between sentences in the paragraph.
- Use punctuation as appropriate.
- Write with a suitable font size (12 pt. or 14 pt.) Times New Roman.
- If you download anything from web pages do not use copy and paste. You must edit the text to be suitable for your report.