

EEC 414/503

Writing in Electrical and Computer Engineering

Students enrolled in this course must be concurrently enrolled in a content-based EEC course. Students must obtain a written agreement from the instructor of the content-based course to serve as a grader for the writing required in this course.

Student Name (print/sign): _____

Content-Based Course Name and Number: _____

Content-Based Course Instructor (print/sign): _____

Student Instructions: Return this signed page to the EEC 414/503 instructor.

- The student is required to write two version of a report. Version A is the initial version, and Version B is a revised version. **The topic of the reports must be approved by the instructor of the content-based course.** The report format should include:
 - 8.5 × 11 page size
 - One-inch margins with ragged right margins
 - Double-spacing
 - 12-point Times New Roman font
 - Several numbered equations, at least one table, and at least one figure

Report Version A

- **Student instructions:**
 - Submit to both the instructor of the content-based course and the instructor of the writing course for grading
 - Between eight and 10 pages of text, not including references
 - At least five references listed in a correct and consistent format
 - ✓ At least one book, at least one journal paper, and at least one conference paper
- **Faculty instructions:**
 - The instructor of the content-based course should use the next page to grade the report. The instructor should also provide written feedback to the student, focusing mainly on the organization and quality of the writing rather than on the technical content. Note that the student will use this feedback to write an improved final version of the report.

Report Version B

- **Student instructions:**
 - Between 12 and 14 pages of text, not including references
 - At least 10 references listed in a correct and consistent format
 - ✓ At least two books, at least two journal papers, and at least two conference papers
- **Faculty instructions:**
 - The instructor of the content-based course should use the next page to grade the report.

EEC 414/503 Report Grading Form

Student Instructions: Give this page to your content-based course instructor, along with your report, so that the instructor can grade your report. After the instructor returns this page to you, give it to the EEC 414/503 instructor. This form must be completed by the instructor for both Report Version A and Report Version B.

Faculty Instructions:

- (1) Complete the grading form below.
- (2) If this grade is for Version A, provide written feedback about the report to the student. The student will use your feedback to write an improved version of the report.
- (3) Return this grading form and your written comments to the student or writing course instructor within one week of receiving the student's report.

	Grade (5 points max each item)
Report Format	
Title page	
Abstract	
One-inch margins without right justification	
Double-spaced	
12-point Times New Roman (or similar) font	
Appropriate number of pages	
Appropriate number of citations and consistent format	
Abstract – Does it provide a good summary of the report?	
Introduction	
Background of topic, motivation for research	
Discussion of related work (literature review)	
Summary/outline of report	
Organization	
Professional appearance	
Punctuation and Grammar	
Equations – numbering, clarity, and format	
Spelling	
Tables – format, captions, and clarity	
Figures – format, captions, and clarity	
Conclusion	
Summary of report	
Discussion of future work	
Total Grade (100 maximum)	

I approved the topic of the student's report, and I assigned the grade shown above.

Faculty Name and Date (print/sign/date): _____