

# Department of Engineering Science

## REQUEST TO SCHEDULE DESIGN PROJECT PRESENTATION

### Notes:

1. Before a student's design project presentation can be scheduled, the student must certify that the following steps have been completed and this request sheet must be countersigned by the Chair of the student's Supervisory Committee.
  2. The completed presentation request form must be submitted to the ES Department at least one week before the requested presentation date.
  3. Scheduling and announcement of the presentation will be done by the Department office.
  4. No presentations will be scheduled during the week of semester examinations.
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Student's name: \_\_\_\_\_

Design Project title: \_\_\_\_\_

Design Project Committee Chair: \_\_\_\_\_

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Please check the boxes of the steps, which have been completed.

- GS01 & GS02 forms have been accepted by the department.
- Mid-project presentation has been made to the Committee on \_\_\_\_\_(date).
- All technical work for the project has been completed and was approved by the Committee Chair on \_\_\_\_\_(date).
- A draft of the project report, prepared as per required format, was submitted to the Committee Chair on \_\_\_\_\_(date).
- The final draft of the project report after incorporating the technical, spelling and grammatical corrections and suggestions by the Committee Chair was submitted to the Committee members and ES Dept. on \_\_\_\_\_(date).

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Action of the Director, MS-CES Program:

Approved     Disapproved (reasons for disapproval) \_\_\_\_\_

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Director's signature \_\_\_\_\_ Date: \_\_\_\_\_