CLASSES NEXT WEEK:

I will cancel classes for 726 again next week to give you time to work on your projects.

PLEASE NOTE that there may be a final presentation from one team next week; all other teams I expect to see final presentations between May 10 and May 17.

OVERALL:

Thank you all for your draft final papers, and thanks to those groups who have already arranged for final presentations and placed the information in the spreadsheet at

<https://docs.google.com/spreadsheets/d/1Fo3BYSoL4E2JAxoEDxOgyvFTY9hnlpVrXPLkKjnFaqs/edit?usp=sharing>

Below is some more information and guidance about FINAL PRESENTATIONS and FINAL PAPERS.

PRESENTATIONS:

Whether or not you’ve mentioned to me the time and date you think your final presentation will be, you MUST enter the information in this spreadsheet. This is how you get credit for scheduling the presentation (and it helps me to have all the presentation information in one place!).

Some teams are contemplating doing two different presentations: one to satisfy their client(s) and another to satisfy the 726 course requirements. It is better if you can do just one presentation to cover both audiences. I’ve already caught one such case and agreed that the client-focused presentation is enough—a separate presentation for 726 will not be necessary for that group.

If you think you might be in a similar situation, please contact me so we can discuss whether one presentation will suffice for your group too.

The rubric for grading the final presentation will be very similar to the rubric for Progress Report #3, unless you are using a different format for your client (at least one group is indeed using a different format for their final presentation). Again, if you think your presentation will be different from what is expected in the rubric for Progress Report #3, please contact me so we can discuss, and so I know what to expect (and grade you on).

Finally, please remember to put SLIDE NUMBERS ON SLIDES. There is no other convenient way to refer to specific slides during Q&A. I will downgrade presentations without slide numbers.

PAPERS:

Overall, great rough drafts. I put a lot of (virtual) red ink on the drafts, in the hope that this will help you write great final papers. Everyone should now have a marked up (by me) rough draft. If you do not, let me know ASAP.

For the IDMRAD papers:

1. TITLE PAGE: Put all your names & email addresses, your client contact person & organization, and the name of your faculty mentor, on the title page. Also, choose a descriptive, interesting title rather than something boring like “Final Report for MSP Capstone Project”.
2. PAGE NUMBERS: Please put page numbers on all the pages (except perhaps the title page). I will downgrade final reports that do not have page numbers.
3. REFERENCES: Every paper should have a “references” section (typically between the discussion and the appendix/appendices, but after the appendix/appendices is ok too).

	1. Be sure that every reference listing follows ASA style
	2. Cite each reference at least once in the body of the paper, and be sure the citation is in ASA style.
	3. The references should include any papers (journal papers, internal whitepapers of your clients, etc.) that you read or referred to for your project, documentation for R or Python libraries that were unfamiliar to you or your client, and possibly “personal communications” (i.e., unpublished verbal or written material that helped you understand the project).
4. APPENDIX: Every paper will have at least appendix, the “Technical Appendix”. Be sure to put enough section titles, and English before and after each procedure in the technical appendix that someone (me!) can follow what you are doing without reading the code carefully (I will read code for specific questions I might have but I do not have time to read everyone’s code in detail). In the main body of the paper, be sure to cite specific pages in the appendix that provide detail for data, methods or results that you are stating in your paper. Some groups will have more than one appendix because of the nature of their projects, and that’s OK too.

Some groups will be writing a second paper for their client that is not in IDMRAD format (either the client wants a different format, or there will be a separate paper that will be published on line or at a conference, etc., that is just different from the final IDMRAD paper). Feel free to contact me to see whether this other paper will suffice for 726. If I don’t hear from you, I’ll grade your final paper using the same IDMRAD rubric I used for the rough drafts (but I will be grading each section for quality, not just whether it is there or not). If you contact me and I decide another paper format will be OK for your group for 726, then I will grade your final paper based on that format.

If you have ANY questions or concerns, please feel free to contact me.

All best,

-BJ