

ini
Information Networking Institute

**MSIN
MSISTM
MSIT-IS**

**Thesis &
Technical Report Guidelines**

Spring 2010

Carnegie Mellon

Preface

The MSIN/MSISTM/MSIT-IS Project represents a capstone experience and an original contribution in an interesting and relevant area of information networking and security.

The process for choosing a project topic includes attending the INI research seminars (for Pittsburgh MSIN and MSISTM students), which are held in the first fall and spring semesters of the program. Members of the Carnegie Mellon community, who are experts in their field, are invited to present their current research in weekly sessions that introduce INI students to a variety of research topics and projects, both new and on-going, that students may use to form the basis of their research projects.

Research may include internships, working on existing projects, designing new areas of research, or assisting faculty on their current research. Several INI students have either originated or contributed to research and projects that resulted in start-up companies and widely utilized technologies such as MindMatrix, Teragon Corporation, and RaveTel (which was purchased by dynamicsoft). Most notably, INI faculty, researchers, and students were the prime initiators and implementers of Wireless Andrew, the largest high speed wireless network in the world, covering the entire Carnegie Mellon campus.

Once research is complete, students present their project work and conclusions to an audience of their peers and faculty. Work culminates in a written technical report or a formal thesis that is archived in the Engineering and Science Library and kept on file at the INI.

Graduate Project Timeline for Pittsburgh & Athens MSIN and Pittsburgh MSISTM

Time Frame	Action
1 st Fall Semester	Attend Seminar
1 st Spring Semester	Attend Seminar
4 Weeks Before Last Day of 1 st Spring Semester Classes	Submit Curriculum Option Form
2 Weeks Before Last Day of 1 st Spring Semester Classes	Submit Project Proposal
3 Weeks Before Last Day of Class in Graduating Semester	Oral Defense of Project
2 Weeks Before Last Day of Class in Graduating Semester	Submit Final Technical Report or Thesis

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Important Staff Contacts at INI

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Chapter 1: Administrative Guidelines

1.1 Role of Managers of Enrollment Services and Academic Advisors

There are currently two managers of enrollment services and two academic advisors at the Information Networking Institute (INI). As a team, they advise MS candidates on all aspects of course enrollment, curriculum option, project development, and project preparation. In addition, students who choose the project/thesis or practicum as their curriculum option are required to find an appropriate faculty advisor or industry supervisor.

Four weeks (one month) before the last day of classes in the student's first spring semester, he or she must submit a completed curriculum option form to the appropriate manager of enrollment services. The purpose of the curriculum option form is to declare to the INI administration which option a student will pursue. The form (see Appendices) must be signed by the faculty advisor and can be found on the INI website: http://www.ini.cmu.edu/current_students/grad_project/index.html. Students are expected to discuss their curriculum option with their academic advisor. Typically, the manager of enrollments services will obtain the signature of the academic advisor on behalf of the student.

If the student elects to pursue a traditional research project (thesis) or an internship/practicum research project, he or she will spend the next two weeks developing a project proposal and finding an appropriate project advisor. The academic advisors can guide students in selecting a project topic and a faculty advisor or industry supervisor. The project proposal is due to the manager of enrollment services two weeks before the last day of classes in the first spring semester.

The project and academic advisors will consult with students over email, in person, or over the phone. However, the student is responsible for completing all of the work on time. Responsibilities for acquiring basic research techniques and identifying an initial research problem lie solely with the student. The student should arrange periodic meetings with the project advisor to assist with problems and assure adequate progress. These meetings are likely to be most frequent at the early stages of the research, but the project advisor should not expect to take on remedial work. Upon completion of the research or project, the student submits a written technical report to the project advisor(s) for their review, which will allow the advisors to make comments and suggestions.

A final **technical report** is due to your manager of enrollment services *at least* one week before the end of the semester. Final **theses** *must* be submitted to your manager of enrollment services *at least* two weeks before the last day of classes. Failure to submit a final technical report or thesis by the deadline may result in a delay of your degree certification.

Your paper *must* meet the guidelines described in Chapter 3 of this document. In order to ensure that the guidelines are met, students are encouraged to submit a Word document to their manager of enrollment services for review before printing.

1.2 Role of Thesis or Project Advisors and Readers

You will be exposed to the work of a number of CMU faculty members in the context of the INI seminar series during the fall and spring semesters. But do not limit your search for potential advisors to those who speak at the seminars. Many faculty members, who may be unable to speak at the seminars, have served in the past as project advisors.

A good place to get ideas about potential advisors is from the websites of the ECE and CS departments, Tepper, and Heinz College. Advisors from the EPP department, the SEI, Robotics Institute, and many other corners of the university also have served as advisors over the years. Students may use internship supervisors as external advisors. If you are completing an industry practicum, you do not have to obtain a reader. Students doing internship-based projects must also have an internal CMU advisor to submit their final grades.

You will need one primary advisor and one additional person to serve as a reader for your project. The eligibility requirements of people to serve as advisors are loosely drawn to allow students flexibility in their choice. CMU faculty, including research faculty, from any department may serve as advisors. On-campus pre-doctoral students generally are not permitted to serve as either advisors or readers. The INI Director has the final say on advisor eligibility in borderline cases (such as staff members with doctorates). If you are considering a PhD student as your reader, you must file a petition requesting permission to do so.

Keep in mind that your project advisor(s), industry supervisor(s) and/or reader are required to be present at your final presentation and must be available to sign off on your technical report. This is a requirement without exception. Certification of your degree can be delayed by the absence of your advisor or reader.

How do I start a relationship with my advisor?

You should look on your first contacts with a potential advisor as a mutual courtship. You can be of great help to a potential advisor by doing good work on projects that are of interest to him or her. However, your advisor will also need to spend some time and effort in training you and bringing you up to speed on his or her research topics and operating environment. Just as you are evaluating potential advisors, they will be evaluating you. Prepare yourself for your initial meeting by learning a bit about the research of a potential advisor by looking over the information on his or her website.

You should also try to learn something about your advisor from other students who have worked with him or her. Your advisor, industry supervisor, and/or reader should help monitor and guide your research progress, so one who is hard to reach can delay

completion of your project and affect your graduation. It is your job to educate him or her on the thesis or project timeline in order to graduate on time.

You and your advisor, industry supervisor, and/or reader should stay within the timeline created in your proposal as closely as possible. Ultimately, you are responsible for the timely completion of your project. If you are experiencing difficulties communicating with them, you should inform your manager of enrollment services as soon as you become aware that there is a potential problem.

Once you and an advisor agree to work together, make sure that you and he or she have a clear idea (and the same idea!) of what you will be doing, what the scope of the project is, how you will evaluate the success of the work that was done, and what your “deliverables” are. You should also have shared expectations on what the timetable for completion is likely to be. Nevertheless, you should expect that some of the specifics of what goes on will have to be worked out as time progresses.

1.3 Project Grading

A thesis or technical report at INI is 36 units and is posted to the student’s schedule during **one** of the student’s final two semesters – the equivalent of three semester long courses – or during the summer for an industry practicum, Kobe and Lisbon-based students. Thesis or technical report units cannot be divided between semesters. The student will receive a letter grade from his or her project advisor or industry supervisor. The advisor communicates the final grade to the manager of enrollment services, who will enter the grade into the student information system.

Chapter 2: The Project Proposal

You should think of the project proposal as being a contract between you, your advisor, your industry supervisor and/or reader, and INI. Students may see their manager of enrollment services for an example of a project proposal.

2.1 Proposal Format

The project proposal is typically 3 pages long and should be divided in to five sections:

1. Introduction and background

This section sets the stage for motivating the work you will do. You outline what has already been done in the field of interest, and in particular, you describe what are the limitations or shortcomings of the current state of the art that your work will address or improve.

2. What you will do

You will state here as specifically as you can what you will do for your project work and how it differs from what has already been done before by the rest of the world.

3. Evaluation of your work

Address two important issues here: (1) how you will know when your work is completed, and (2) how you will evaluate how well you have done. While you may work on a wide variety of topics, no proposal or project will be accepted by us unless it includes a viable form of evaluation.

4. Deliverables

State here what artifacts you will leave behind you. Minimally, this will form the basis of the MSIN/MSISTM/MSIT-IS technical report which ultimately could contain code, a hardware prototype, a working demonstration system, etc. In the proposal, however, these "artifacts" will merely be mentioned.

5. Expected timetable

Include here the major milestones in the project and the expected completion date. The project proposal does not need to be very long - three (3) to six (6) pages are typical.

2.2 Proposal Submittal

Submit a hard copy of the project proposal to your manager of enrollment services, along with a 'Project Proposal Signature Page' signed and dated with original signatures by you, your project team members (if any), your project advisor(s), academic advisor, industry supervisor(s) and a reader. Students should obtain these signatures from their advisors. You can find the appropriate 'Project Proposal Signature Page Form' here:

http://www.ini.cmu.edu/current_students/grad_project/index.html . It is important that project and academic advisors are aware of the project plans and are kept abreast of the student's progress throughout the research process.

The proposal should be submitted two weeks before the last day of class in your first spring semester. Faxed copies will not be accepted. The proposal must be submitted to receive the two (2) units for the Spring Seminar for Pittsburgh students. If the student submits neither a proposal nor an approved deadline extension petition, an "R" (failing) grade will be recorded for the Spring Seminar.

Chapter 3: The Masters Thesis

Graduate projects at CIT fall in one of two categories: a technical report or a thesis. Chapter 3 describes the requirements of the master's thesis. Technical report guidelines are described in the following chapter.

Students writing a masters thesis should view the CIT website for all formatting and procedural information.

3.1 Submittal of the Masters Thesis

Each candidate is expected to have a complete version of the thesis in the hands of their manager of enrollment services no later than two weeks before the last day of class in the graduating semester. CIT has strict guidelines regarding thesis submission and a student's failure to meet deadlines can result in delay of degree certification.

Following approval by the thesis advisor, but not later than two weeks before the last day of class in the graduating semester, the student must submit 5 items to their manager of enrollment services:

- One single-sided paper copy of good reproducible quality to the College of Engineering Dean's Office (to be submitted to the University Libraries and used for microfilming). In addition, the student must submit 3 signature pages with original signatures of the thesis advisor and academic advisor.
- One paper copy for the advisor.
- One paper copy for the department, or for the relevant departments if the thesis or dissertation is for a joint degree.
- One electronic file (PDF format) with the entire thesis, to the department, or to the relevant departments if the thesis or dissertation is for a joint degree.
- One paper copy for the student.

Students submitting a formal thesis to the CIT dean's office to be placed in the Carnegie Mellon library system must follow the CIT thesis and dissertation guidelines for format and submittal. CIT also submits all theses to ProQuest to be published in an online directory.

All information regarding thesis submittal to CIT and ProQuest can be found here:

http://www.cit.cmu.edu/current_students/graduates/thesis_dissertation_policies.html

Chapter 4: The Technical Report

Students who participate in an industry practicum, development project, or do not want their paper published in the library will submit a final technical report.

The technical report should be a document of the highest professional standards. It is also a good practice to prepare a document that meets the publication criteria of relevant professional journals.

These instructions will guide masters' candidates in the production of a high quality final project document. It is primarily the responsibility of the student to meet these requirements before submitting the project.

If a student's technical report fails to meet these standards as determined by the academic advisors and the managers of enrollment services, the student may be asked to resubmit the technical report with adequate changes. As a result, the student's degree certification may be delayed.

4.1 Submittal of the Technical Report

Each candidate is expected to have a complete version of the project in the hands of the manager of enrollment services no later than one week before the last day of class in the graduating semester.

Following approval by the Project Committee, but not later than one week before the last day of class in the graduating semester, the student must submit:

- One (1) copy of a project technical report of good reproducible quality (for microfilming) to the manager of enrollment services, including one signature page with original signatures of the project advisor(s), academic advisor, industry supervisor(s) and/or reader
- One (1) softcopy of the report in the original source document (Word, LaTeX, etc.)
- One (1) softcopy of the report in PDF

The soft copies will be kept on the INI server and the hard copy will be kept in your academic file. More copies may be made for distribution, as needed.

4.2 General Format of the Technical Report

The general rules with respect to form shall follow those set forth by K. L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, 3rd Edition (University of Chicago Press, Chicago, Illinois 60637). Copies of this book are on file for review at the INI Graduate Programs Office.

Cover Page and Title Page

The project technical report must include one signature pages with original signatures (faxed or copied pages will not be accepted). Upon successful completion of the final oral examination, the original signature page must be signed by the project advisor(s), academic advisor, industry supervisor and/or the reader and submitted to the manager of enrollment services. The INI academic advisor and INI director will review and approve reports submitted by students of the MSIN, MSISTM, and MSIT-IS programs.

Paper: The paper must have archival qualities and must be heavy enough so that the typing or printing does not show through the pages. *The one (1) hardcopy of the original technical report must be printed on 20-pound, smooth-finished bond paper of 50% or higher cotton fiber.* The signature page must also be printed on the same paper as the technical report.

Signature Pages: *Your signature page must be signed by* Project Advisor: the faculty member you chose to supervise your project; Academic Advisor: Rajeev Gandhi or Nicolas Christin; Industry Supervisor: if applicable, your supervisor during your practicum; and the Reader: the faculty person you chose as your reader.

After the manager of enrollment services verifies that a student's technical report meets INI guidelines, he or she will submit it to the INI director for signature approval. Students *should not* approach the director about signing their technical report.

Equations, Charts, Graphs, Tables, Figures: Formulas and equations should be neatly typed. Drawings should be made with instruments in ink. As much as possible, they should be kept within the bounds of a six-inch by nine-inch rectangle. Notes and titles should be neatly typed or lettered. Graphs should show only the main grid lines.

Illustrative material drawn in ink will reproduce satisfactorily. Lines on graphs or illustrations should be identified by labels or symbols rather than colors. Shaded areas should use cross-hatching, and not color, for contrast.

Data should be presented, where possible, in numbered, titled, tables.

Photographs: Ideally, each photograph should have a full range of contrast from true black to pure white. Photos with limited contrast will reproduce satisfactorily on positive microfilm but they will be unclear in xerographic copies made from microfilm. Color photos should not be used in the project document. If necessary, contact a photographer about having color photos reprinted in black on white. Rubber cement and glue are acceptable means of affixing photos, but dry-mounting tissue provides the neatest and most permanent method.

All tables, pictures, and graphics must be in black and white.

Oversize Paper: Charts, graphs, maps and tables that are larger than the standard page size might have to be used in the project. It is recommended that such pages be avoided unless absolutely necessary. Try a different layout for the chart or table to see if it can be placed on a standard page, or use a photograph or xerographic reduction of the material.

The soft and hard copies should be free of typographical errors, erasures, strike-overs, corrections, or other deviations from perfect manuscript form. Failure to satisfy department or college requirements as to quality could require the retyping or reprinting of the document.

Typewriter-Generated Text: Pages must be single-sided and unbound with the typed matter double-spaced or a space and one-half, clearly legible and typed or printed using black ribbon or toner. Footnotes and long quotations may be single-spaced. The typed text should fill an area not larger than six inches by nine inches on one side of an 8 1/2" by 11" sheet, allowing a minimum margin of one and one-half inches on the left for binding and one inch on the other three sides. Either pica or elite type may be used.

Computer-Generated Text: If the text is being generated on a computer, care must be taken to ensure that the original is in black ink/toner print on white, 20-pound paper with 50% cotton fiber or higher. Conventional line printer output is not acceptable. The margins must be set as described above.

For the printed copy, any clear font type is acceptable. However, the font size must not be smaller than 8-point nor larger than 12. When using a program format such as Latex or SCRIBE, this might require special specifications for footnotes. For example, if a font such as ROMAN 10 is specified for the text, the corresponding footnote size in SCRIBE is too small for clear reproduction. A special footnote specification should then be used so that the font size is at least 8-point.

In general, for computer-generated text and figures, clarity of production should be the guide for both text and figures. A minimum font size of 8-point must be followed for all legends and lettering on figures. Data and computer programs may be shown as direct computer output, provided the general rules with respect to clarity, size, and margins are followed.

4.3 Page Sequence

Masters theses and technical reports typically have three main parts: Preliminaries, Text, and References.

1. Preliminaries

- a. Title page: Your project will be a valuable source for other scholars only if it can be located easily. Modern retrieval systems use the words in the title - and sometimes a few other descriptive words - to locate your project. It is essential that the title be a meaningful description of the content of your project. Avoid oblique reference, and be sure to use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, and so on.
- b. the copyright notice if statutory copyright in the project has been or is to be claimed. Essential components of the copyright notice are: copyright symbol, full legal name of the author, year in which copyright is secured by publication. The copyright notice may appear as follows: Copyright by John Arthur Brown 19-- All Rights Reserved
- c. Preface, including acknowledgements
- d. Table of Contents, with page references
- e. List of Tables, with titles and page references
- f. List of Illustrations, with titles and page references
- g. Abstract: each thesis/technical report must include an abstract of not more than 350 words

2. Text

Main body, with larger divisions and more important minor divisions indicated by suitable, consistent headings

3. References

- a. Appendices
- b. Bibliography or References

Page Numbering: Each page in a thesis/technical report, except the blank page following the title page should be assigned a number.

The following plan of page numbering generally is accepted:

1. For the preliminaries, use small Roman numerals (i, ii, iii, iv, etc.). The numbering begins with ii; the title page counts as page i, but the number does not appear.
2. For the remainder of the project - including the text, illustrations, appendices, and bibliography - use Arabic numerals (1, 2, 3, 4, etc.). Each page must be numbered. Try to avoid the use of letter suffixes such as 10a, 10b. The numbering begins with 1 and runs consecutively to the end of the project. If the description of an illustration is too long to be placed on the same page, it should be placed on the previous page, not on an unnumbered page.
3. If there are more volumes than one, each volume should contain a title page duplicating the title page of the first volume. If the volumes are separate entities it would be sufficient to identify them further as Volume I, II, etc. In any case, the numbering may follow consecutively from one volume to another, or begin with Arabic 1 at each new title page.

Footnotes: Footnotes should be placed at the bottom of the page below a 15-space underscore, starting at the left border. The first line of each footnote should be indented five spaces, and identified by a raised numeral corresponding to that used in the text. Footnotes should be numbered consecutively throughout each chapter.

Reproduction of Data: The data on which the project is based should be made accessible to the reader in substantially complete form. Generally, this means that raw data should be reproduced in a convenient manner in one or more appendices to the main document. In the case of extensive data gathered from readily available published sources, specific detailed citations will suffice, provided that a minimum of one set of the raw data used in the project, complete in all respects, is presented with the original copy submitted to the Library. Deviations from a procedure of full disclosure must be specifically approved by the student advisor and explained fully in the project.

Reproduction of Procedures: All instruments, analytic procedures, apparatus, or other critical elements in the execution of the study should be described in detail. Apparatus should normally be described in engineering drawings and by photographs. Instruments should normally be reproduced in full in pictures or drawings unless they are easily available from other sources. Procedures of analysis should be fully specified either by citation or by detailed discussion in one or more appendices.

In the case of computer calculations essential to the central arguments of the research, these must be fully and clearly explained. If the computer programs which provide the basis for these calculations are originated by the student, the student is required to provide a program listing and minimal documentation on the program in the project. The program listing and documentation would normally be included in a separate appendix to the project. However, in the case of extensive computer work considered by the student and his/her advisor to be too long to include in the project, presentation in the form of a table elucidating important components is acceptable. In this case, the student is advised to submit a separate internal report giving further details. Standard subroutines or packaged programs which routinely are included as software support to a computer installation and which can be readily obtained are exempted from this requirement, but these should be clearly cited and the source of these programs made apparent in the project.

References: Citations of the professional literature should be standardized throughout the project. The form of citation should be consistent with the form used in a standard professional journal of the candidate's field. **Please refer to IEEE Style as a guideline for technology bibliographies (see Appendices).**

Chapter 5: The Oral Presentation

At least three weeks before the last day of class during the student's graduating semester, he or she will hold an oral defense to the advisors, industry supervisor (if applicable), reader (if applicable) and the manager of enrollment services. Fellow students are also invited to attend the oral defense. Students must submit a Project Presentation Request form (see Appendices) to their manager of enrollment services at least two weeks prior to the date he or she would like to present on. Submitting the Request Form initiates appropriate logistical planning for your presentation. Without it, the INI community will not be adequately notified.

The oral defense should be treated as a formal and professional presentation. Students should be well prepared with a PowerPoint, demonstrations if applicable, and provide slide handouts for those in attendance. Please be aware that your advisors, industry supervisor (if applicable), reader (if applicable) or manager of enrollment services may request further changes to the thesis/technical report after the presentation.

5.1 Presentation Tips

- Begin to prepare early!
- Typical presentation outline: Introductory slide—project title, your name, advisor and reader, etc. Overview slide—be sure to inform the audience of what is to come (keeps them interested) Move into the “meat” of the thesis quickly. Don't bore the audience with nitty-gritty details that, although they may be important, won't contribute to the audience's understanding of your contributions
- Be sure to highlight your contribution. This is important!

- Don't clutter the slides. Each slide should contain 2-3 important points with 1-2 sub-points each. Absolutely no full sentences—if it's important enough for a full sentence, say it, don't make the audience read it. The slides serve as a supplement to what you're saying, not the other way around.
- Practice, practice, practice. Get volunteers for a mock-up of the final presentation and incorporate their comments and criticisms.
- Don't include code during the body of the presentation unless your advisor/reader requests it. Have code sample prepared, however, in case someone requests it during the Q&A session.
- Make eye contact with your audience, but avoid looking only at your advisor/reader. Keep the audience involved.
- Welcome or even invite questions periodically. You don't want them to fall asleep

Carnegie Mellon University

CARNEGIE INSTITUTE OF TECHNOLOGY

THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

FOR THE DEGREE OF **Master of Science**

TITLE _____

PRESENTED BY _____

ACCEPTED BY THE DEPARTMENT OF

THESIS ADVISOR _____ DATE

ACADEMIC ADVISOR _____ DATE

DEPARTMENT HEAD _____ DATE

APPROVED BY THE COLLEGE COUNCIL

DEAN _____ DATE

Carnegie Mellon University
Information Networking Institute

TECHNICAL REPORT

SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF

Master of Science in Information Security Technology and Management (MSISTM)

Title: _____

Presented by: _____

Accepted by the Information Networking Institute

Project Advisor(s): _____

Print Name (s)

Signature(s)

Date

Project Reader: _____

Print Name

Signature

Date

Academic Advisor: _____

Print Name

Signature

Date

INI Director: Dena Haritos Tsamitis

Print Name

Signature

Date

Project Presentation Date: _____

I give the Information Networking Institute permission to publish my technical report as an on-line document and as a library resource.

Author(s)' signature(s): _____

TR # _____

Office use only

**Carnegie Mellon University
Information Networking Institute**

PROJECT PROPOSAL

SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF

Master of Science in Information Networking (MSIN)

Project Title: _____

Project Members: _____

Faculty Advisor 1: _____

Print Name

CMU Dept/Company

E-mail

Address

Signature

Date

Faculty Advisor 2: _____

Print Name

CMU Dept/Company

E-mail

Address

Signature

Date

Reader: _____

Print Name

CMU Dept/Company

E-mail

Address

Signature

Date

INI Graduate Programs

Academic Advisor: _____

Print Name

Signature

Date

Student Name: _____
Last First Middle

Student E-mail: _____ Program: _____

Curriculum Option Decision - Please Select One of the Following Three Options:

1. Course Option – Select One of the Following Two Options:

A. I want to complete the FORENSICS TRACK and apply these courses towards my course option.

(Please note: the Forensics Track consists of 48 units; therefore, 36 of the 48 units will count towards course option and the remaining 12 units will count as a security elective.)

B. I want to customize my course option with the following courses:

Area of Concentration: _____

(List proposed courses below, you must include at least 48 units. If you have not yet chosen your courses, a course plan must be submitted by the last INI Spring Seminar Class.)

2. Traditional Research Project:

(You must submit a proposal signed by your project advisor, reader and academic advisor at least two weeks before the last day of the 1st spring semester classes.)

3. Internship/Practicum Research Project:

(You must submit a proposal signed by your project advisor, industry supervisor and academic advisor at least two weeks before the last day of the 1st spring semester classes.)

Please note that there will be no exceptions or extensions to the final deadline. Course plans and project proposals must be submitted by the last day of the INI Spring Seminar class or an 'R' (failing) grade will be applied to the Spring Seminar.

Student Signature

Date

Curriculum option approved
 Curriculum option approved with conditions: _____

Petition denied for the following reason: _____

INI Graduate Programs Academic Advisor

Date

Submit your completed form to the appropriate Manager of Enrollment Services:

1. Pittsburgh Programs – Jamie Lehnke, Room 113, jlehnke@cmu.edu
2. Distributed Programs – Sarah Johnson, Room 222, srjohnson@cmu.edu

- Sent to Advisor Notified Student Updated Track Sheet Saved Electronically Filed in Student's File

Project Presentation Services Request Form

*Request dates 2 weeks prior to presentation.

*Requests submitted with less notice may not be scheduled on the requested date or time.

*Presenters must supply, via e-mail, a project abstract when the presentation request form is submitted.

Presenter(s): _____ Class: _____ Graduation Date: _____

Project Title: _____

Advisor or Industry Supervisor: _____ E-mail: _____

Advisor 2: _____ E-mail: _____

Reader: _____ E-mail: _____

Logistics of Your Presentation:

1st Choice: Requested Presentation Date: _____ Requested Presentation Time: _____

Requested Location (preferably an INI room or on-campus): _____

**Please note that campus locations are not readily available during the academic year.*

2nd Choice: Requested Presentation Date: _____ Requested Presentation Time: _____

Requested Location (preferably an INI room or on-campus): _____

**Please note that campus locations are not readily available during the academic year.*

About Your Presentation - Please Check All that Apply:

- I will have a PowerPoint presentation.
- I will have demos in my presentation.
- I will bring my own laptop.
- I will need to teleconference to _____.
(Name of person; we have a teleconference bridge and will provide dial in instructions)
- I will need to videoconference to _____.
(Name of person & location that has videoconference capability)
- I want my presentation to be videotaped (**must submit consent form** – available online).

Refreshments & presentation announcements will be provided by the INI office. Please e-mail an abstract of your project to the appropriate Manager of Enrollment Services (see below) for use in the announcement.

If there are any individuals you wish to receive a notification, please list them below.

Name	Email Address	Department
------	---------------	------------

Name	Email Address	Department
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Submit your completed form, abstract and videotape consent form (if applicable) to the appropriate Manager of Enrollment Services:

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- [1] A. Rezi and M. Allam, "Techniques in array processing by means of transformations," in *Control and Dynamic Systems*, Vol. 69, Multidimensional Systems, C. T. Leondes, Ed. San Diego: Academic Press, 1995, pp. 133-180.
- [2] G. O. Young, "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15-64.
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- [4] N. Osifchin and G. Vau, "Power considerations for the modernization of telecommunications in Central and Eastern European and former Soviet Union (CEE/FSU) countries," in *Second International Telecommunications Energy Special Conference*, 1997, pp. 9-16.
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- [9] K. Schwalbe, *Information Technology Project Management*, 3rd ed. Boston: Course Technology, 2004.

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