



EE200+
Orientation

EE 200a

**FIRST
3 UNITS**

On-The-Job
Training
Reporting

**SECOND
3 UNITS**

Topic defense
Q&A
Manuscript

EE 200c

**FIRST
3 UNITS**

EIR Reporting
Topic Defense

**SECOND
3 UNITS**

Q&A
Manuscript

EE 200

**FIRST
3 UNITS**

EIR Reporting
Progress Report

**SECOND
3 UNITS**

Q&A
Manuscript

EE200 /a/c
First 3 units

EE200 a
FIRST 3 UNITS

Reporting:
until
October 20, 2023

EE200 c

FIRST 3 UNITS

Reporting

until **October 20, 2023**

Topic Presentation

until **November 20, 2023**

Topic Re-defense

until **November 27, 2023**

EE200c EIR Topic Outline

1. Title of Research
2. Problem Statement
3. Research Objectives
4. Significance of the Study
5. Limitations
6. Review of Literature
(related to Method)
7. Research Methodology

EE200c Topic Presentation

Worth **~15 min presentation**

Average of **30-45 mins** for Q&A
after presentation

Attire: Semi-Formal or
Business-Casual (optional)

EE200

FIRST 3 UNITS

Early proposal submission

September 15, 2023 (until 12 NN)

Early Topic Proposal

Until September 22, 2023

Early Topic Re-defense

Until September 29, 2023

EE200 Thesis Proposal

Content (complete write up)

1. Title Page
2. Introduction
3. Review of Literature
4. Materials and Methods
5. Preliminary Work (if applicable)
6. Gantt Chart

EE200 Thesis Proposal

Worth ~20 min presentation
Average of 45-60 mins for Q&A
after presentation

Attire: Semi-Formal or
Business-Casual (optional)

EE200

FIRST 3 UNITS

Capsule Proposal (Thesis Topic Outline to adviser only)

November 24, 2023 (5pm)

Proposal Submission

January 3, 2024 (12NN)

Topic Proposal

Until January 4-10, 2024

Early Topic Re-defense / Progress Report

January 15-16, 2024

EE200 Thesis Proposal

Content (complete write up)

1. Title Page
2. Introduction
3. Review of Literature
4. Materials and Methods
5. Preliminary Work (if applicable)
6. Gantt Chart

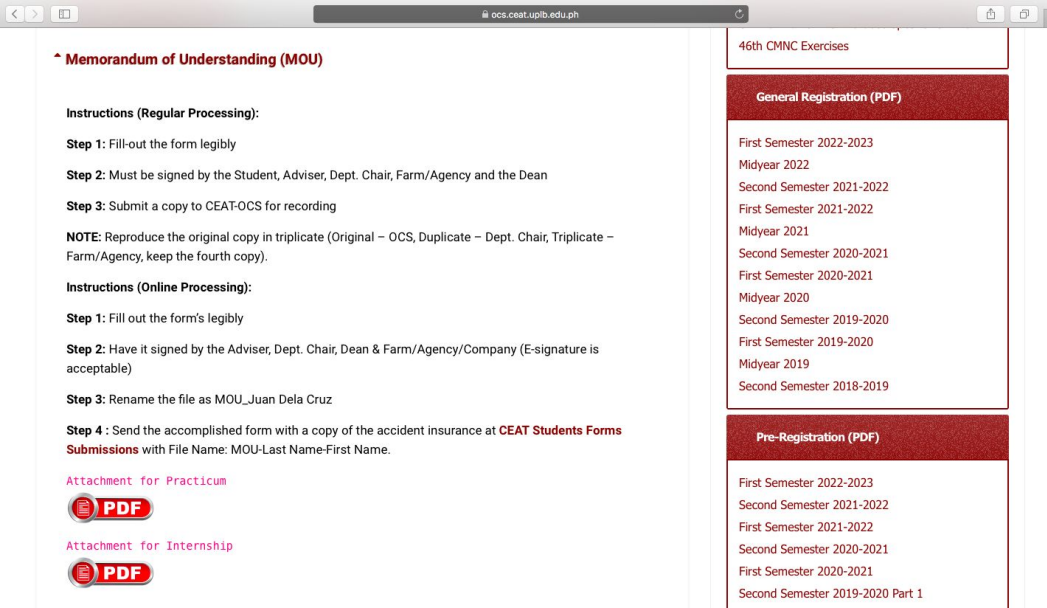
EE200 Thesis Proposal

Worth ~**20 min presentation**
Average of **45-60 mins** for **Q&A**
after presentation

Attire: Semi-Formal or
Business-Casual (optional)

Other documents that are needed for submission can be found in the
CEAT Office of the College Secretary Website:
<https://ocs.ceat.uplb.edu.ph>

Go to **Downloadable Forms** □ **Memorandum of Understanding**
□ **Attachment for Internship/ Practicum**



The screenshot displays a web browser window with the URL ocs.ceat.uplb.edu.ph. The main content area is titled "Memorandum of Understanding (MOU)" and contains instructions for both regular and online processing. Below the instructions are two links for attachments: "Attachment for Practicum" and "Attachment for Internship", each with a PDF icon. On the right side, there is a sidebar menu with two sections: "46th CMNC Exercises" and "General Registration (PDF)". The "General Registration (PDF)" section lists various semesters from 2018-2019 to 2022-2023. Below that is another section titled "Pre-Registration (PDF)" which also lists semesters from 2019-2020 to 2022-2023.

Memorandum of Understanding (MOU)

Instructions (Regular Processing):

Step 1: Fill-out the form legibly

Step 2: Must be signed by the Student, Adviser, Dept. Chair, Farm/Agency and the Dean

Step 3: Submit a copy to CEAT-OCS for recording

NOTE: Reproduce the original copy in triplicate (Original – OCS, Duplicate – Dept. Chair, Triplicate – Farm/Agency, keep the fourth copy).

Instructions (Online Processing):

Step 1: Fill out the form's legibly

Step 2: Have it signed by the Adviser, Dept. Chair, Dean & Farm/Agency/Company (E-signature is acceptable)

Step 3: Rename the file as MOU_Juan Dela Cruz

Step 4 : Send the accomplished form with a copy of the accident insurance at **CEAT Students Forms Submissions** with File Name: MOU-Last Name-First Name.

Attachment for Practicum

Attachment for Internship

46th CMNC Exercises

General Registration (PDF)

- First Semester 2022-2023
- Midyear 2022
- Second Semester 2021-2022
- First Semester 2021-2022
- Midyear 2021
- Second Semester 2020-2021
- First Semester 2020-2021
- Midyear 2020
- Second Semester 2019-2020
- First Semester 2019-2020
- Midyear 2019
- Second Semester 2018-2019

Pre-Registration (PDF)

- First Semester 2022-2023
- Second Semester 2021-2022
- First Semester 2021-2022
- Second Semester 2020-2021
- First Semester 2020-2021
- Second Semester 2019-2020 Part 1

EE200A AND EE200C 1ST 3 UNITS

IMPORTANT!

Before the end of the student's EE200a/EE200c first 3 units, there should be an initial talk between DEE (Through the Externals Committee) and the company about the establishment of a linkage/agreement.

Inform your adviser once you have the contact from the company so that this can be endorsed to the Externals Committee.

EE200 /a/c
Second 3 units

EE200 a

SECOND 3 UNITS

EE 200a MANUSCRIPT CONTENT

1. Introduction
2. Theoretical Background
3. Description of the Field Practice Site
4. Activities Undertaken During the Field Practice
5. Technical Knowledge and Experiences Gained
6. Problems Encountered
7. Recommendations
8. References

EE 200a THESIS DEFENSE

- Worth ~20 mins presentation
- To be attended by the Guidance Committee (Adviser + Panel Members) and Interested Audience (at least 1 scribe)
- Average of 45-60 mins for Q&A
- Attire: Semi-Formal or Business-Casual (optional)

EE200 a

SECOND 3 UNITS

Topic Defense

until September 22, 2023

Topic Re-Defense

until September 29, 2023

EE200a Topic Defense

1. Introduction (highlight the Significance of your Topic)
2. Objectives of the Field Practice
3. Description of the Field Practice Site
4. Activities Undertaken During the Field Practice
5. Technical Knowledge and Experiences Gained

EE200a Outline Proposal

Worth **~15 min presentation**
Average of **30-45 mins** for Q&A
after presentation

Attire: Semi-Formal or
Business-Casual (optional)

EE200 c

SECOND 3 UNITS

EE 200c MANUSCRIPT CONTENT

1. Introduction
2. Review of Literature
3. Materials and Methods
4. Results and Discussion
5. Summary and Conclusion
6. Recommendations
7. References

EE 200c EIR DEFENSE

- Worth ~20 mins presentation
- To be attended by the Guidance Committee (Adviser + Panel Members) and Interested Audience (at least 1 scribe)
- Average of 45-60 mins for Q&A
- Attire: Semi-Formal or Business-Casual (optional)

EE200

SECOND 3 UNITS

EE 200 THESIS CONTENT

1. Introduction
2. Review of Literature
3. Materials and Methods
4. Results and Discussion
5. Summary and Conclusion
6. Recommendations
7. References

EE 200 THESIS DEFENSE

- Worth ~20 mins presentation
- To be attended by the Guidance Committee (Adviser + Panel Members) and Interested Audience (at least 1 scribe)
- Average of 45-60 mins for Q&A
- Attire: Semi-Formal or Business-Casual (optional)

EE200/a/c

SECOND 3 UNITS

MIDDLE OF SEMESTER	October 23, 2023
FIRST DRAFT SUBMISSION	On October 27, 2023 Email the First Draft to your Adviser .
READING BREAK	October 30 - November 4, 2023
FINAL DRAFT DEADLINE	On November 29, 2023 (until 11:59PM) Submit your final draft through this link: https://forms.gle/EfkjX1BinJn71WUd8

EE200/a/c

SECOND 3 UNITS

SCHEDULE FOR DEFENSE	Watch out for the posting of each Specialization for the Schedule of Manuscript, EIR, and Thesis Defense
DEFENSE WEEK	December 11-15, 2023 The EE200+ Committee members for each Specialization will schedule your defense date.
END OF CLASSES	December 21, 2023

EE200/a/c

SECOND 3 UNITS

SCHEDULE FOR RE-DEFENSE	This will be scheduled by the Specialization Courses until December 18-21, 2023
FINAL MANUSCRIPT DEADLINE (With complete GC signature and panel grade)	On January 17, 2024 (until 5PM) Email the Final Manuscript to deeinstructions.uplb@up.edu.ph and carbon copy your Guidance Committee (Adviser and Panel)
FINAL MANUSCRIPT DRAFT TO GET A GRADE OF S	On January 17, 2024 (until 9AM) Email the Final Manuscript to your Adviser and cc deeinstructions.uplb@up.edu.ph to get a Grade of S (Satisfactory)

FINAL MANUSCRIPT APPROVAL

What happens after your defense?

Consultations after Defense should be done **ASAP** (Not later than a week after the defense).

The Guidance Committee will approve the Final Manuscript copy for grading.

IMPORTANT!

A manuscript may not be endorsed for grading for the following reasons, but are not limited to:

1. Unresolved Technical or Plagiarism Issues;
2. Consultations made by the student are deemed insufficient (not later than one week after defense);
3. Adviser has not approved the manuscript submitted.

For final submission:

1. Acceptance Sheet
2. Final Manuscript (pdf format)
 - student signed title page and biographical sketch

SUBMISSIONS

SOFT COPY SUBMISSION

email:

deeinstructions.uplb@up.edu.ph

Subject:

EE200/a/c_2223s2<space>Type of
Submission<space>Lastname,
GivenName

Type of Submissions: FirstDraft,
FinalDraft, FinalManuscript, etc.

FINAL MANUSCRIPT SUBMISSION (WITH COMPLETE WET SIGNATURES)

[https://forms.gle/v82ax8KBWp7dyT
Fo8](https://forms.gle/v82ax8KBWp7dyTFo8)

FINAL MANUSCRIPT, EIR, & THESIS

IMPORTANT

- Always CC your adviser in emails when you reply with your Guidance Committee
- It is highly advisable that your emails regarding your manuscript includes the whole Guidance Committee (adviser and panel).
- All topic proposals and defense will be done face-to-face. In the event that you cannot go to DEE, express this through a letter addressed to the Department Chair for approval, signed by the adviser.

EE200/a/c

SECOND 3 UNITS

FORMATTING GUIDELINES FOR UNDERGRADUATE THESIS, FIELD PRACTICE, MANUSCRIPTS

https://drive.google.com/drive/folders/1Q-C-hHtVjZT_NWoiImESmQggwJoS4tbX?usp=sharing

COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS



FORMATTING and SUBMISSION GUIDELINES for UNDERGRADUATE THESIS, INNOVATIONEERING and ENGINEERING INDUSTRY RESEARCH (EIR) MANUSCRIPTS

7th Edition
Effective April 3, 2023

EE200/a/c

SECOND 3 UNITS

For **EE 200a**, the manuscript appendix should include:

- » **Daily Time Record**
- » **Daily Training Activities**
- » **Certificate of Completion**

For **EE 200c**, the manuscript appendix should include Certificate of Completion.

Thank you!