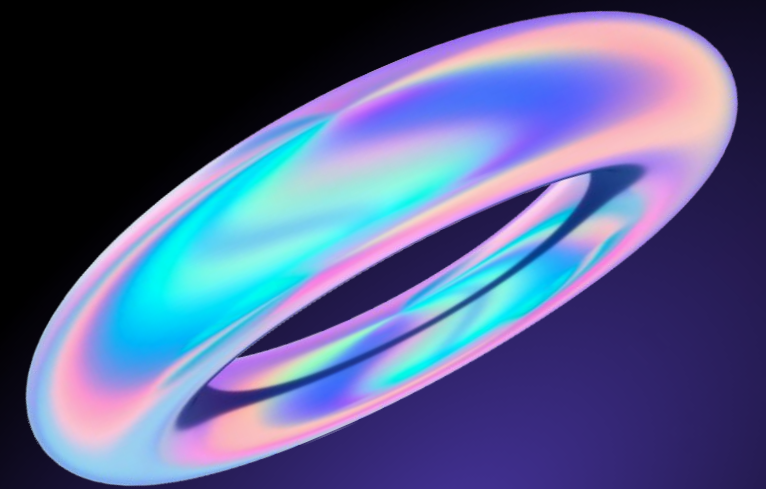
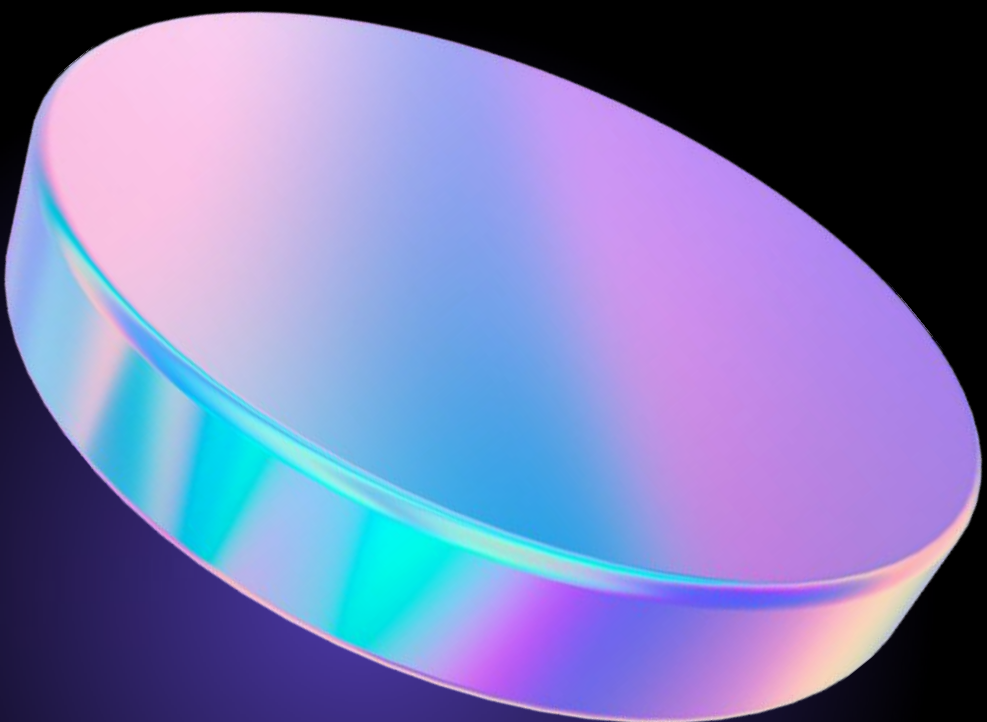




EE 200+

Orientation



EE 200a



EE 200c



EE 200



EE200_a

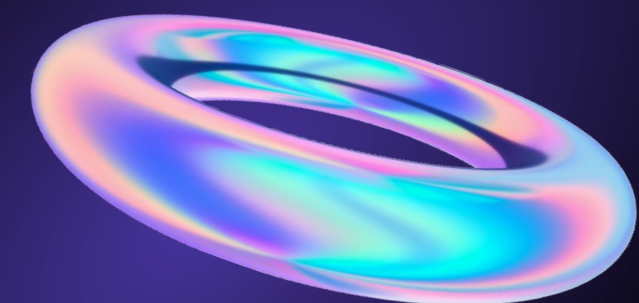


EE200a

FIRST 3 UNITS

Reporting

This will be
scheduled by the
Specialization Group until
April 30, 2024





EE200a

SECOND 3 UNITS

Topic Defense

This will be scheduled by the
Specialization Courses until
February 28, 2024

Topic Re-defense: until
March 6, 2024

Topic Outline

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)





EE200a

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_c



EE200c

FIRST 3 UNITS

Topic Defense

This will be scheduled by the
Guidance Committee
members until
April 22, 2024

Topic Re-defense: until
April 29, 2024

EE200c EIR 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)

EE200c EIR Outline Proposal

Worth **~15 min presentation**
Average of **30-45 mins** for Q&A
after presentation
Attire: Semi-Formal or
Business-Casual (optional)

EE200c

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

For EIR manuscripts, the following example major subsections may be included (as deemed necessary by the author or the guidance committee):

- *Description of the EIR Site
- *Activities Undertaken During the EIR
- *Technical Knowledge and Experiences Gained
- *Problems Encountered
- *Other major subsections relevant to the EIR topic

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



EE200 FIRST 3 UNITS

EARLY PROPOSAL FOR EE200

Proposal Submission is until
February 21, 2024 (until 12 NN)

Proposal Defense will be scheduled until
February 28, 2024

Re-Proposal for Early Defense for EE200

This will be scheduled by the
Specialization Courses until
March 6, 2024

EE200 Thesis Proposal

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

TOPIC PROPOSAL FOR EE200

Proposal Submission is until
May 31, 2024 (until 12 NN)

Proposal Defense will be scheduled
from **June 6-11, 2024**

Topic Re-Proposal for Defense

This will be scheduled by the
Specialization Group on **June 13**

Reporting

until April 30

EE200 Thesis Proposal

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)

CAPSULE PROPOSAL

April 24, 2024 (to your adviser only)



EE200

SECOND 3 UNITS

Progress Report Schedule

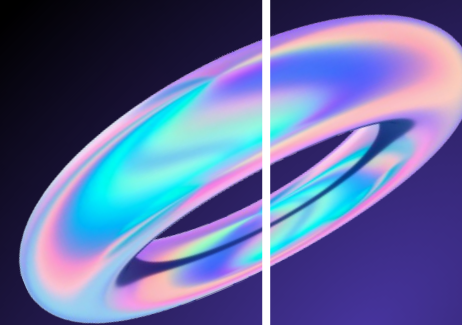
For Approved with Major Revisions:
March 8, 2024

For S Grade:
June 13-14, 2024

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



EE200 /a/c

SECOND 3 UNITS

March 27, 2024



First Draft submission

Submit the First Draft to **your adviser**.

April 1 - 6 , 2024



Reading break

April 4, 2024



Middle of the semester

May 2, 2024 (until 11:59PM)



Final Draft submission

Submit your final draft through this link:

<https://forms.gle/fFRQPTSa7nEKdm2f6>



EE200 /a/c

SECOND 3 UNITS

Schedule for Defense

May 13 -17, 2024

May 31, 2024



Watch out for the posting of each Specialization for the **Schedule of Manuscript, EIR, and Thesis Defense**



Defense Week

The EE200+ Committee members for each Specialization will schedule your defense date.



End of Classes





EE200 /a/c

SECOND 3 UNITS

May 27-31, 2024

Re-defense Schedule

June 15, 2024 (until 5PM)

Final Manuscript Deadline

With complete GC signature (wet or e-sig) and final grade

Email the Final Manuscript to deeinstructions.uplb@up.edu.ph and carbon copy your Guidance Committee (Adviser and Panel)

June 15, 2024 (9AM)

Final Manuscript Draft to get a S

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 unanimously approve the Final Manuscript copy for grading.

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.



FINAL MANUSCRIPT SUBMISSION

After getting a grade in EE200+, what's next?

1. Before June 15, 5pm, the student should be able to submit (a) Manuscript with GC signatures (e-signature or wet signatures) and (b) Acceptance Sheet file with GC signatures (e-signature or wet signatures) for the attachment in the grade sheet. These two files should be submitted by the student through email to deeinstructions.uplb@up.edu.ph and cc the GC members.
2. Use the email subject: EE200/a/c_2324s2<space>Acceptance Sheet and Manuscript<space>Name of Student.
3. If your GC gave their wet signatures, then there's no need to ask for their e-sig, you only need to scan it for the submission. On the other hand, if e-signature was given for the items above, it will only be valid for the grade deadline only.



FINAL MANUSCRIPT SUBMISSION

After getting a grade in EE200+, what's next?

4. *The final manuscript copy (for clearance and department record) will require wet signatures from the GC members, the Department Chair and the Dean. When asking for the DEE Chair's and CEAT Dean's signatures bring the signed (a) Acceptance Sheet (b) Abstract (c) Title Page.*

5. *After completion of all wet signatures, the students should submit the complete and final manuscript through this link:*

<https://forms.gle/rMNtrUtJBHhqrZPC9>



SUBMISSION GUIDE

Soft copy submissions


cc: *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, 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**
- 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.

OTHER NOTES:

FORMATTING GUIDELINES FOR UNDERGRADUATE THESIS, FIELD PRACTICE, MANUSCRIPTS

Go to:

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

OTHER NOTES

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.

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 shows a web browser window displaying the CEAT OCS website. The main content area is titled "Memorandum of Understanding (MOU)". It contains two sections of instructions: "Instructions (Regular Processing)" and "Instructions (Online Processing)". The regular processing instructions include steps for filling out the form, signing it, and submitting it to CEAT-OCS. The online processing instructions include steps for filling out the form, having it signed, and renaming the file. Below the instructions, there are two links for attachments: "Attachment for Practicum" and "Attachment for Internship", both with PDF icons. The right sidebar contains a list of downloadable forms, including "46th CMNC Exercises", "General Registration (PDF)", and "Pre-Registration (PDF)".

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](#)

PDF

[Attachment for Internship](#)

PDF

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