

EE200+ ORIENTATION

2nd Semester A.Y. 2024-2025



University of the Philippines
LOS BAÑOS

EE200a

**FIRST
3 UNITS**

On-The-Job Training
Reporting

**SECOND
3 UNITS**

Topic Proposal
Defense
Manuscript

EE200c

**FIRST
3 UNITS**

EIR Reporting
Topic Defense

**SECOND
3 UNITS**

Defense
Manuscript

EE200

**FIRST
3 UNITS**

Topic Proposal

**SECOND
3 UNITS**

Defense
Manuscript



University of the Philippines
LOS BAÑOS

EE200a



EE200a

Progress Report (1st 3 units)	until June 5, 2025
Topic Proposal (2nd 3 units)	until Feb. 14, 2025
Topic Re-proposal (2nd 3 units)	until Feb. 26, 2025



EE200a (2nd 3 units)

EE200a Topic Proposal

Worth ~15 min
presentation

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

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

Topic Outline

- Introduction (highlight the Significance of your Topic)
- Objectives of the Field Practice
- Description of the Field Practice Site
- Activities Undertaken During the Field Practice
- Technical Knowledge and Experiences Gained



EE200a (2nd 3 units)

EE200a Defense

Worth ~20 min presentation
Average of 45-60mins for Q&A
after presentation
Attire: Semi-Formal or
Business-Casual (optional)
Bring one scribe

EE200a Manuscript Content

- Introduction
- Theoretical Background
- Description of the Field Practice Site
- Activities Undertaken During the Field Practice
- Technical Knowledge and Experiences Gained
- Problems Encountered
- Recommendations
- References



EE200c



EE200c

First 3 units

Proposal Submission	April 16, 2025
Topic Proposal	until April 23, 2025
Topic Re-Proposal	until April 30, 2025



EE200c

First 3 units

EE200c Topic Proposal

Worth ~15 min
presentation

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

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

EIR Outline

- Title of Research
- Problem Statement
- Research Objectives
- Significance of the Study
- Limitations
- Review of Literature (related to Method)



EE200c

Second 3 units

EE200c Defense

Worth ~20 min presentation
Average of 45-60mins for Q&A
after presentation
Attire: Semi-Formal or
Business-Casual (optional)
Bring one scribe

EE200c Manuscript Content

- Introduction
- Review of Literature
- Materials and Methods
- Results and Discussion
- Summary and Conclusion
- Recommendations
- References



EE200



EE200

First 3 units

Capsule Proposal (w/ 1 GC member)	March 21, 2025
Proposal Submission	May 23, 2025
Topic Proposal	May 27-31, 2025
Topic Re-Proposal	until June 5, 2025
Progress Report (for first and second 3 units)	until June 5, 2025



EE200

First 3 units

EE200 Capsule Proposal

- Title
- Statement of the Problem
- Objectives

EE200 Thesis Proposal

- Title Page
- Introduction
- Review of Literature
- Materials and Methods
- Preliminary Work (if applicable)
- Gantt Chart

Worth ~15 min presentation

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

Attire: Semi-Formal or

Business-Casual (optional)



EE200

Second 3 units

EE200 Defense

Worth ~20 min presentation
Average of 45-60mins for Q&A
after presentation
Attire: Semi-Formal or
Business-Casual (optional)
Bring one scribe

EE200 Manuscript Content

- Introduction
- Review of Literature
- Materials and Methods
- Results and Discussion
- Summary and Conclusion
- Recommendations
- References



EE200/a/c Important Dates



First Draft submission (to adviser)	March 21, 2025
Final Draft submission Link: https://forms.gle/4U1ts2ThVKEgWm3D6	April 25, 2025 (until 11:59PM)
Defense	May 5-14, 2025
Re-defense	May 15-23, 2025
End of Classes	May 23, 2025



Final Manuscript Draft for S Grade

Email the Final Manuscript to your Adviser and cc deeinstructions.uplb@up.edu.ph to get a Grade of S (Satisfactory)

June 5, 2025
(until 9AM)

Final Manuscript Deadline

With complete Guidance Committee signature (wet or e-sig)

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

June 5, 2025
(until 11:59PM)



Important Notes



FORMATTING GUIDELINES...

- Check this link:
https://drive.google.com/drive/folders/1Q-C-hHtVjZT_NWoi1mESmQggwJoS4tbX?usp=sharing
- Abstracts
Titles like “Prof.”, “Engr.”, “Dr.” shall be excluded in the adviser’s full name.

ABSTRACT

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AUTHOR’S NAME (LAST, FIRST MIDDLE). College of Engineering and Agro-industrial Technology, University of the Philippines Los Baños. Month and Year of Manuscript Submission. **Title of Thesis or EIR Manuscript.**

¶
¶
Major Adviser: _____
Co-Adviser: _____
¶
¶

College of Engineering and Agro-industrial Technology. Institute



FORMATTING GUIDELINES...

The (thesis / engineering industry research manuscript) attached hereto, entitled "THESIS or EIR TITLE" prepared and submitted by AUTHOR'S FULL NAME" in partial fulfillment of the requirements for the degree of DEGREE is hereby accepted.

FULL NAME OF SIGNATORY
Member
Guidance Committee

Date Signed

FULL NAME OF SIGNATORY
Member
Guidance Committee

Date Signed

FULL NAME OF SIGNATORY
Member
Guidance Committee

Date Signed

FULL NAME OF SIGNATORY
Adviser and Chair
Guidance Committee

Date Signed

FULL NAME OF SIGNATORY
Chair
Department of _____ Engineering

Date Signed

FULL NAME OF SIGNATORY
Dean
College of Engineering and Agro-industrial Technology

Date Signed

- **Be careful with the format of your Acceptance Sheet.** Please refer to pages 27 to 34 of the CEAT Manuscript Guidelines for the correct format.



ABOUT YOUR GUIDANCE COMMITTEE (GC)...

- The student and adviser must identify one Guidance Committee (GC) member, from any specialization, who will help them in developing and executing the thesis topic.
- The adviser must initially communicate, preferably through email, the topic of the advisee to the chosen GC member and invite him/her to be a panel member.
- The second member will be assigned based on the intent of other faculty members to be a part of the GC based on the capsule proposal submitted.
- Thus, the submission of the capsule proposal is very important



ON EARLY PROPOSALS AND DEFENSE...

- The student and adviser can schedule an **early topic proposal** and defense, provided that they have submitted the draft 2 weeks in advance, and communicated the schedule beforehand to all members of the GC. In addition, all GC members must agree on the schedule set.

FOR SOFT COPY SUBMISSIONS: FOLLOW THE CORRECT FILE NAME

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.



ON CHANGING FROM 200A TO 200 TO 200C...

- The student can transfer from one research subject (200/a/c) to another. HOWEVER, he/she should be aware of the repercussion of this move. The student will have to finish the whole 3-3-1-1-1 units regardless of the research subject enrolled.
- For example, if you already have 1 unit remaining and you suddenly changed from 200a to 200, you are automatically given a grade of U.



AFTER THE 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.



AFTER GETTING A GRADE...

- Before June 5 (11:59PM), 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.
- Use the email subject: EE200/a/c_1s2425<space>Acceptance Sheet and Manuscript<space>Name of Student.



AFTER GETTING AN APPROVAL FROM THE GC...

- 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.
- 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.



AFTER GETTING AN APPROVAL FROM THE GC...

- After completion of all wet signatures, the students should submit the complete and final manuscript (WITH WET SIGNATURES UNTIL DEAN) through this link:

<https://forms.gle/SkXW2QZyxtLwvsYm6>



Questions?



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