

## Engineering Journal Guidelines

This document explains the purpose and requirements of the engineering journal for the 400-level capstone design courses (ENSC 405W and ENSC 440) in the School of Engineering Science at Simon Fraser University.

The engineering journal is a time-stamped record of all the activities that you have been involved in for a particular project. Examples of such activities include meetings and work with team members, research subjects, and funding sources, research activities (including web-based or library research, and experimental tests, formal or informal), design problems and ideas explored or discovered, conference calls with suppliers, time spent chasing after parts, and records of various expenses. It is expected that you will make about 3 entries per week (30+) in your journal.

The exercise of routinely logging activities demonstrates the level of personal organization necessary for successful completion of a project as a professional. Furthermore, it can be used as proof of work to one's employer. This exercise also helps when it comes to patent disputes because it supports claims about the date and originality of the ideas.

In these courses, the engineering journals are used to indicate the amount of work that each individual has spent on the project. The engineering journals are due at the final presentation. This evaluation will be of particular importance in cases where a project fails to work or when workload disputes arise, and therefore, the individuals are to be graded mainly based on their contribution to the project. It will also be used to calculate 10% of each person's grade for ENSC 405W and 440. Please review the assignment rubric supplied on the course website for further details.

**Note that a collection of single pieces of paper will NOT BE accepted as the engineering journals nor will computer records.** Your engineering journal must be a standard bound (black or blue) lab book and **pages should be pre-numbered**. Pre-numbered journals can be obtained at Staples or on-line. Pages and later corrections to entries must be dated. No pages should be removed (simply cross out any errors or changes, do not erase or scribble out entries). Put a sticker with your name on it on the outside cover of the journal; include your phone number and e-mail on the inside cover; Team names and numbers/letters should also be included. **DO NOT** include your student number anywhere in the journal. All journal entries must be recorded in pen.

Do not use this specific journal for any course except ENSC 305W/440W. Diagrams and tables generated using computer resources may be affixed in the journal with glue or tape. Note that if your team started working on the project last semester, you may include a brief synopsis of the prior activities at the beginning of the journal **Engineering journals compiled near the end of the courses will be considered as examples of academic dishonesty and will be graded accordingly.**

While you are welcome to include personal reflections upon life and politics, they will be discounted in terms of your grade. This journal is intended to mainly reflect the professional activities you have undertaken from the start of the project until the final presentation. **The journal is expected to be more focused on figures, calculations, sketches, data, snippets of code, contacts for suppliers, logging of hours rather than narratives about the course.**