

Professional Biography Format

In addition to your name and email address, the professional biography statement should contain short, bulleted lists of the following information:

- co-op or other relevant experience and responsibilities (including how many quarters, position title, and for what employer)
- VLSI or photonics minor
- skills/expertise areas
- areas of interest/type of project sought

The biography statement should not exceed one single-spaced page and should use at least 11 point font with approximately 1 inch margins.

Write it for an educated, but general, audience and avoid intensive use of acronyms and jargon.

Submit a hardcopy by 3pm on Monday 9/24 in ERC 536. You will submit a softcopy using an html template after you receive your marked-up hardcopy. The softcopies will be posted online.

Project Description Format

The focus of the project description is *what* is to be accomplished, not *how* it will be accomplished. It should be readable by an educated audience, and it should not require technical expertise possessed only by you to understand it.

1. Provide a title for your project.
2. Provide brief sections that include at least the following information:

- **Background:** a general description of the background, setting, or context for the problem,
- **Problem Statement:** a description of the specific problem to be solved,
- **Goal:** the overall goal of the project (what will be accomplished by the final result at the project's completion),
- **Subgoals:** a list of any relevant objectives of the project that contribute to achieving the overall goal,
- a list of known team members and their email addresses, and
- a list of backgrounds/skills/interests that are relevant to the project.

The project description should not exceed one single-spaced page and should use at least 11 point font with approximately 1 inch margins.

All project descriptions are due in this format on Wednesday 10/4. Other formats are not acceptable for this assignment.