

# ENGR 411 Guidelines for COMP & SOEN students

## Registration Process

ENGR 411 is a one-credit course project/technical report set-up to meet the special needs of certain students lacking one credit or less for graduation. Registration into this course requires the written permission from the Department of Computer Science and Software Engineering.

**ENGR 411 is required for students admitted to the Computation Arts/Computer Science program.**

To apply for this permission, complete the “Registration Request Form – ENGR 411” attached and submit the original copy to your Department’s Undergraduate Program Assistant (UGPA). Your proposed topic area must be approved by your Undergraduate Program Director (UGPD). Keep a copy of the request form with you for your records.

Once your proposed topic area is approved by your UGPD, you will receive an unofficial credit count form. This form must be completed by referencing your Student Record (unofficial transcript available through the myconcordia student portal) according to your degree requirements and your letter of Admission (also indicate if you have submitted Student Requests and their outcomes). You may then submit the completed form to the UGPA via email: [cse-ugrad@concordia.ca](mailto:cse-ugrad@concordia.ca) (allow five working days from the date of your submission and do not change course schedule).

## General Requirements for the ENGR-411

- The following general requirements apply to engineering students’ in all departments. **Additional guidelines for Computer Science (CS):** technical report; topic must be CS; not covered by a course you have taken, or will take; should be of interest to you; must report state-of-the-art; audience is fellow graduating students; be scientific in layout, references, etc.
- You will prepare a 'Project/Technical Report'. The report must be submitted to your UGPD.  
The deadline for submission is the last day of classes in the term you have registered from ENGR 411. Failure to submit by the deadline can delay the grading and might result in the student not graduating in the intended term.
- The report will not be accepted, unless you include a signed copy of the Confirmation of Originality Report to ensure there is no plagiarism. To get a copy of this report refer to: <https://www.concordia.ca/encs/eng-society/courses/technical-report.html>
- The report should be approximately 20 pages, double spaced, typed using 12 point font with a cover page containing your name, Department, year, term, and the UGPD's name.
- The report will be graded by your UGPD, both its technical content and the format of the report presentation. Pay attention to style and format, and remember what you learned in ENCS 282. Consult the guidelines from the Concordia Form and Style Guide: <https://www.concordia.ca/encs/eng-society/courses/technical-report.html>

## Registration Request for ENGR 411

*Please fill out the section below, and submit a signed copy with your UGPD's signature to your department's undergraduate program assistant. Keep one copy for your record to be submitted with your report.*

### Deadlines to Submit Application:

**You must submit the form 3 business days before DNE deadline**

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#### STUDENT SECTION

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ID #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CREDIT MISSING TO GRADUATE (MUST BE LESS OR EQUAL TO 1) : \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

EXPECTED GRADUATION SEMESTER (*Summer/Fall/Winter & YEAR*): \_\_\_\_\_

TENTATIVE PROJECT TITLE: \_\_\_\_\_

PROPOSED TOPIC AREA: \_\_\_\_\_

Description Abstract (*See the Note Below*)

KEYWORDS: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UNDERGRADUATE PROGRAM DIRECTOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Note: The tentative title, abstract, and keywords that you provide are used to get an idea of what report will you write.

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