



Master' s Report Workshop

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Option III**



What is a MS Report course?

- Who are the “instructors”?
 - Supervisor – Member of the ECE GSC
 - Reader – Faculty member or member of industry
- How much does it count?
 - It is a 3 hour course.
- What is the deliverable?
 - MS Report
- How important is it?
 - You can not graduate without it.
 - The resulting MS Report will reside in The University of Texas library FOREVER.



The “Instructors”

- Supervisor
 - Directs reports content and delivery
 - Determines deadlines for delivery to him/her
 - Approves (or not) Report
- Reader
 - The “second set of eyes”
 - Determines deadlines for delivery to him/her
 - May or may not require supervisor approval before review
 - Approves (or not) Report

* *IMPORTANT NOTE: Be sure to spell the name of your supervisor and reader correctly on the Signature page of your report*



There are rules about who can as a Supervisor or Reader

- A master's report committee consists of two members – either a supervisor and a reader or two co-supervisors, meeting the following qualifications:
 - 1) Only GSC members can be sole supervisors on a MR.
 - 2) Readers may be:
 - a) another GSC member
 - b) a non-GSC instructor
 - c) an industry professional
 - 3) In the event that a student identifies a non-GSC member to supervise the MR, the student must also identify a GSC member to act as co-supervisor and no reader is required.
 - 4) Students are required to report the name and service type of each master's report committee member, and in the event of an industry professional reader must also obtain and submit the reader's vita/resume and no compensation letter.
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How much work is a MS Rep

- 3 hour course
 - Estimate: 2 hours outside for every hour in class (45 hours in class for formal instruction)
 - ~ 120 hour project



What is required to successfully complete the MS Report?

- Supervisor signature
- Reader signature
- Completion of UT administrative forms and checkpoints



What is the schedule y must meet?

Gaining Supervisor and Reader approval

- Determine report topic and obtain agreement from supervisor and reader ...
OR ... obtain agreement from supervisor and reader who will help determine report topic
- Establish delivery schedule with supervisor
- Submit M.S. Report plans (title, abstract, delivery schedule) to CLEE student services
- Meet delivery schedule
- Finalize your report with supervisor and reader

Meeting UT administrative requirements

- Review Master's Report formatting guide
http://www.utexas.edu/ogs/pdn/pdf/format_guidelines-m.pdf
- Complete online Master's Graduation Application Form (
http://www.utexas.edu/ogs/pdn/deadlinesmasters_spring.html)... Miss this deadline you don't graduate.
- Email a few pages of report for formatting guideline approval to Office of Graduate guy@mail.utexas.edu
- Print required forms and signature pages
- Submit your completed report and request signatures and lots of other stuff CLEE student services



Writing a Master's Report



Report Outline

Theory or Experimentation

- **Abstract**
- **Introduction**
- **Literature Review**
- **Approach**
- **Implementation**
- **Results**
- **Conclusions**
- **Bibliography**

Review or Case Study

- **Abstract**
- **Introduction**
- **Literature Review**
- **Approach**
- **Review**
- **Analysis/Results**
- **Conclusions**
- **Bibliography**



Abstract

- 200-300 word summary
- Summarize
 - goals,
 - objectives,
 - approach/analysis techniques, and
 - results



Introduction

- Introduction
- Text to introduce area under investigation and primary goal
 - What is the problem?
 - Why is it important
 - What do you expect to do?
 - How are you going to do it?
 - Roadmap of the report



Literature Review

- Also referred to as “Relevant Work” or “State of the Art”
- The Literature Review is the intellectual heritage of your work
 - Demonstrate knowledge of the area
 - Define the context of your work
 - Position your work in the field



Approach

- Assume audience knows about as much as you do
- Tell what you did, how, and why
 - not necessarily in chronological order
 - give sufficient detail
- Define and label subsections clearly



Results and Analysis

- Say what happened and why you think it happened
- Tell the story of your work
 - weave in figures and tables
 - Interpret EVERY figure (spoon feed the reader)
 - give all possible interpretations and judge them
- Give overview of implications



Conclusions

- Be brief
- Enumerate main findings
- Add no new information
- Summarize the value of your work including limitations
- Point out avenues for further work
- Conclusion does not equal Summary



Writing Tips

- Use writing to help yourself get organized. Use organization (outline) help yourself write.
- Don't stare at a blank page or screen: free write, make a brainstorm list, or talk to someone about your work
- Suggestion:
 - if you are a bottom-up thinker ... start with methodology/approach section (or a procedural discussion). You know what you did -- simply tell others
 - if you are a top-down thinker .. start with introduction to construct an outline.
- Have figures and table ready. As you write, connect them together.



Writing Tips

- Have a good writing handbook nearby. An idea repository.
- Take small breaks regularly, but preferably not when you're stuck
- Revise first at the chapter level, then at paragraph level, then sentence level.



Two rules for success

1. Keep to the Deadlines

- Yours
- Your supervisors
- Your readers
- CLEE
- Graduate School

2. Keep Communicating to everyone in your approval path to insure expectations are clear.