Remote Capstone Design Policy

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Approved by the ECE Undergraduate Studies Committee on April 28, 2023

The capstone design course is a team effort, and students should try their best to be on-campus working with their team members. Capstone consists of two courses, Capstone 1 (EECE 4790) and Capstone 2 (EECE 4792). Capstone 1 is offered during summer, and it is divided into two sections. Students in the summer 1 section will continue capstone 2 in the spring of the following year and students in the summer 2 section will continue capstone 2 in the fall of the same year.

We allow students to take capstone 1 remotely with valid reasoning. However, all students must be on-campus for capstone 2. During the first week of summer 1 or summer 2, we will have an assembly meeting, in which teams are created and advisors are associated with them. Each team consisting of 5 or 6 students is required to meet with the assigned advisor every week for one hour. The advisor usually has five teams and meets with each team at a mutually agreeable time once a week. Note that students will not meet at the designated scheduled classes every day after the first week. However, it is expected that each team arranges more meetings per week (at school or remotely) to be actively involved with the project.

The following rules apply for students who are taking capstone remotely:

1. The remote student should submit an email to the Capstone Coordinator, Professor Bahram Shafai (shafai@ece.neu.edu), at least one month before the start of the Capstone 1 term explaining the reason for not being available on campus. Most of the cases can be resolved by communications.
2. The remote student must attend the assembly meeting(s) in person during the first week before committing to any summer internship, job, family visit or travel.
3. If the remote student is not available at the assembly meeting(s), the student is responsible for finding a capstone team in advance to represent the student at the meeting.
4. If the remote student cannot find a complete team, then the student should find one or more students to represent the remote student at the assembly meeting.
5. The remote student will be placed in a capstone team if this student cannot form a team.
6. The remote student should arrange to be available during the weekly meeting with the capstone advisor and have full agreement from the team that this arrangement is acceptable.
7. The student should identify personal responsibilities for the capstone team.
8. The remote student must attend the final proposal presentation in person at the end of the summer session.
9. If the remote student is not available on-campus for final proposal presentation, then the student can remotely present or integrate the presentation with a short video-clip in the PowerPoint slides.

If there are additional questions or concerns, please contact the Director of ECE Capstone Program, Professor Bahram Shafai by email: shafai@ece.neu.edu or Cell: (617)721-4805.

Regards,
Bahram Shafai
Professor of ECE