

COMP 490 / COMP 492 Information Sheet

The following procedures are to be followed for the COMP490/COMP492 project courses. It is expected that the student spends at least 100 hours over the term for each of these courses. Generally, COMP 490 should be completed before registering for COMP 492. The project for COMP 492 can be a continuation of the project for COMP 490. In exceptional cases, if the department is convinced that the student can cope with the load of over 200 hours of work in the term, they can be taken concurrently.

Step-1: Make sure that the student has the prerequisites: (1) having completed ENCS 282; (2) having successfully completed a minimum of 60 credits, as well as (3) a CGPA of at least 3.3. If eligible, the student chooses a topic for the project and find a supervisor among any regular professors in the CSSE department. If the supervisor is not from the CSSE Department, the coordinator should be contacted for permission. The supervising professor acknowledges that these supervisory duties do not count towards calculation of their teaching load.

Step-2: The student should prepare a project proposal (one page including the information listed below) and have it verified/approved by the project supervisor before going further:

- The student's name, ID number, and email address;
- The supervisor's name, department and email address;
- A tentative title for the project;
- Details about what the project would likely be.

Step-3: The student gets approval from the course coordinator. A copy of the project proposal should be provided along with the completed form below to the Undergraduate Program Assistants (UGPA) by email: cse-ugrad@concordia.ca. The UGPAs will advise the student on the registration process. There may be feedback and/or required clarifications from the coordinator at this point before the registration takes place

Step-4: Register formally for the course, with help from the UGPAs.

Step-5: Mid-way through the term the student must submit a mid-term project report to the supervisor describing the project in more technical detail the exact objectives of the project and the progress made so far (this will be week#6 during a regular term, and week#3 during a compressed summer term).

Step-6: At the end of your project, the student must submit a final project report to the supervisor. The final project report should clearly outline the original objectives and the extent to which each of these objectives were met. Once this final project report has been approved by the supervisor, it must be sent to the coordinator.

Step-7: If felt necessary, the student will present the project briefly for about 20 to 30 minutes. The student is recommended to use presentation slides (no more than 20 slides) to present the highlights of the project.

Step-8: The supervisor grades the student's performance in the course in light of the submitted deliverables and the (optional) final demo/presentation. The grade is then sent by the supervisor to the course coordinator, who will then submit the grade.

COMP 490 / COMP492 Registration Approval Form

Students registering for COMP 490/492 must complete this registration form and return to the Undergraduate Program Assistants at cse-ugrad@concordia.ca. By signing this form, both the student and the supervisor implicitly acknowledge the parameters and agree to follow the procedures explained in the information sheet.

Prerequisites: ENCS 282; completion of 60 credits; CGPA 3.3 or above.

student information

student ID	
student full name	
student email address	

pre-requisites

passed ENCS 282	
number of credits completed	
CGPA	

registration term(s)

	term (summer, fall, winter)	year
COMP 490		
COMP 492		

supervising professor

supervisor full name	
supervisor department	
supervisor signature	
supervisor approval date	

coordinator approval

coordinator signature	
coordinator approval date	