



Checklist For Senior Thesis Project Approval

The following checklist activities should be completed during the summer prior to the first day of class of AE 481W in fall semester. See below for specific dates.

- ☐ Make sure you are on the master distribution list for e-mail messages and updates that will be provided during the summer. PSU email addresses are used as the primary contact. See Google Sheets site.
- ☐ Review "Building Selection Guidelines on e-Studio" (<http://www.engr.psu.edu/ae/thesis/course.htm>) for criteria and suggestions as well as information needed for approval. Note separate list for electrical requirements for L/E students.
- ☐ Select one or more possible buildings. Use the search feature of e-Studio to make sure the building project has not been used previously. Search under the name and again under the address. Also check current year Master Project List on Google Sheets.
- ☐ Register/Reserve your building by going to the Master Project List – Google Sheets. In the case of multiple building requests, the building will be awarded to the student who makes the first request that meets the criteria for their option. Do this as soon as you feel you have a viable building. You do not need owner approval to reserve a building, just a reasonable expectation that you may be able to get permission.
- ☐ **All students must register their building on the Master List by July 1.** (Changes are permitted later if owner permission is not received or adequate information is not available etc.)
- ☐ As soon as possible in the selection process, obtain permission of the Building Owner to use the project for your Senior Thesis. Make sure they are aware this is an educational project but that some information will be posted on the e-Studio website which is public access. (We will accept the use of generic building names and locations if the Owner is concerned about identification for some reason.)
- ☐ Provide the Owner with a completed Owner Permission Form. Have the Owner or Owner's Representative (must be an employee of the Owner) sign the form. You or the Owner representative must mail, e-mail or fax a copy of the Owner Approval Form to Professor Bowers to obtain final AE Department Approval for your building. No student will be permitted to use a building without Owner approval. Department approval will be noted on the Master List – Google Sheets, after you register the building.
- ☐ Additional instructions regarding information you will need for Senior Thesis will be provided during the summer via email. Make sure you are checking or forwarding your Penn State email as that will be the official method of communication.
- ☐ Prior to returning to Penn State, you will need to obtain at a minimum a full set of drawings and if at all possible, a set of specifications. Watch for email updates for more details on items needed.