



**Senior Thesis Program**  
**The Department of Architectural Engineering**  
**The Pennsylvania State University**  
**University Park, PA**

## **Report Submission Format Guidelines**

The following information must appear at or near the top of **ALL** reports and submissions made for AE 481W and AE 482:

1. Your Name
2. Option
3. Name of your primary AE Faculty Consultant (regardless of who requested the report)
4. Building Name
5. Building Location
6. Date of Submission
7. Title of Report

### **Executive Summary:**

All reports and written submissions (with the exception of obvious items like your resume, project directory etc) are required to have an executive summary on the first page. The Executive Summary may range from one paragraph to no more than one page, with two or three paragraphs as a fairly common length. Executive summaries **MUST** contain results and conclusions from the report, not just a summary of the activity. For example:

### **Excerpt from a Poorly Written Executive Summary:** (indicates activities but no conclusions)

“For assignment number 2, I performed a telephone survey of general contractors that work in the Washington, D.C. area relative to economical types of floor construction for the local market.”

### **Excerpt from a Properly Written Executive Summary:**

“The results of my survey of 8 different contractors in the Washington, D.C. area indicate that inside the I-495 beltway, two way flat plate concrete construction is generally considered to be the most economical type of floor construction for speculative office buildings.”