



GUIDELINES FOR SUBMISSION OF GROUP REPORTS & SEMESTRAL PROJECTS

The guidelines below must be STRICTLY followed. All will receive a perfect score of 100% upon submission and appropriate deductions shall be given depending on the quality of work submitted and guidelines not accurately observed.

- ★ **GROUP REPORTS:** ALL groups must submit the electronic copy of ALL materials, presentations, videos, resources, etc. for the *Group Reports* to the Class President for compilation. If materials include tools, models, and other paraphernalia that were produced with no electronic copy, such materials must be scanned or photographed to be included in the submitted work. A document (.RTF or .DOC only, no .DOCX) containing the list of names of group leaders and members must also be submitted with information on each individual's roles, duties, and performance description. All files must be named appropriately which provides short description of its contents.

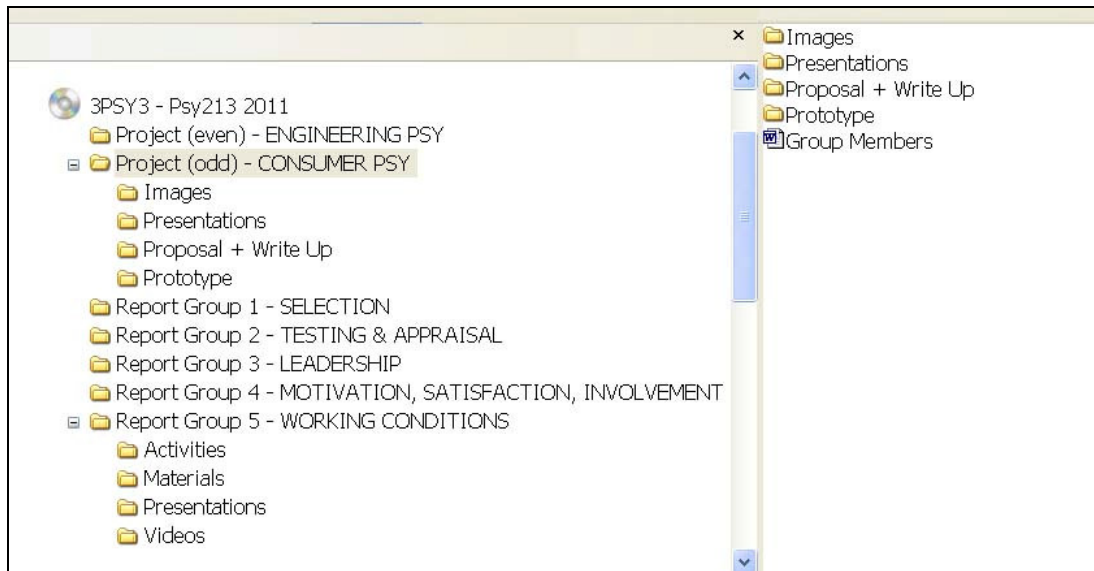
- ★ **SEMESTRAL PROJECTS:** Electronic copy of ALL materials, presentations, videos, and other resources for the *Semestral Project* must be submitted to the Class President for compilation. If your group has created a prototype or 3D model of a product, it must be photographed and also be submitted, together with the actual physical prototype and other requirements stated in the course syllabus. A document (.RTF or .DOC only, no .DOCX) containing the list of names of group leaders and members must also be submitted with information on each individual's roles, duties, and performance description. All files must be named appropriately which provides short description of its contents. Please refer to your course syllabus for specific instructions and requirements or you may refer to the excerpt below:

- ▶ **GROUP PROJECT:** Each group shall be given (*see weebly website for revised time limit*) to present their project with explanations founded on principles and concepts on the assigned topic. The group must be able to pitch their ideas to the audience who shall critique their work and vote on whether or not it is a plausible application of Engineering or Consumer Psychology. On the last page of the project write-up, list all your references. Group grade shall be given.
 - For **Engineering Psychology:**
 - a. Discuss the theories and concepts of your assigned topic.
 - b. Brainstorm on products and services in the Philippine Industry that applied these theories and concepts.
 - c. Brainstorm on products and services that fail to apply the principles of engineering psychology.
 - d. Choose a product or service that you intend to improve based on engineering psychology principles. You must propose/pitch to possible investors. Note that these hypothetical investors want to see how theories and concepts in engineering psychology are applied in your proposal.

- e. If you choose to modify/improve product, you must have a prototype (physical only, not necessarily functional). If you choose to modify/improve a service, you must have a detailed business plan.
 - f. Create a 15-20 page proposal detailing the features, benefits, target market, breakthrough ideas, and other descriptions of your product or service. In discussing these details, include the theories and concepts in engineering psychology you applied.
 - g. Use diagrams, pictures, and 3D models. Creativity is the key to your success.
 - h. Create a **front page** that contains your title, name of leaders, name of editor, names of group members, and your section.
 - i. Your paper must be **ring-bound** (plastic ring bind) with colored clear plastic as front and back covers. Thus, your front page must be seen through the colored clear plastic covers. Each section must have different plastic covers for this write-up.
 - j. For product prototypes and other 3D models, place them in a gift box available in bookstores and department stores, and label the box appropriately.
 - k. Use short bond paper (8.5" x 11"). Single spaced. Justified.
 - l. Other designs and formatting shall be upon your creativity. Attention to detail must be exhibited.
- For **Consumer Psychology**:
 - a. Discuss the theories and concepts of your assigned topic.
 - b. Brainstorm on products and services in the Philippine Industry that applied these theories and concepts as well as on products and services that fail to apply the principles of consumer psychology.
 - c. Create a product or service that you intend to propose/pitch to possible investors. Note that these hypothetical investors want to see how theories and concepts in consumer psychology are applied in your proposal.
 - d. If you choose to create product, you must have a prototype (physical only, not necessarily functional). If you choose to create a service, you must have a detailed business plan.
 - e. Create a 15-20 page proposal detailing the features, benefits, target market, breakthrough ideas, and other descriptions of your product or service. In discussing these details, include the theories and concepts in consumer psychology you applied.
 - f. Use diagrams, pictures, and 3D models. Creativity is the key to your success.
 - g. Create a **front page** that contains your title, name of leader, name of editor, names of group members, and your section.
 - h. Your paper must be **ring-bound** (plastic ring bind) with colored clear plastic as front and back covers. Thus, your front page must be seen through the colored clear plastic covers. Each section must have different plastic covers for this write-up.
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 - j. Use short bond paper (8.5" x 11"). Single spaced. Justified.
 - k. Other designs and formatting shall be upon your creativity. Attention to detail must be exhibited.

★ Class presidents must collect, organize, and burn these submitted reports and projects on one (1) DVD-R per section to be submitted on or before **October 4, 2011 (Tuesday), 3:00P.M. sharp at the Department of Psychology.**

- ★ Do not use DVD-RW or CD-RW.
- ★ If contents can fit in a CD-R, you may opt for this.
- ★ One folder must be created per group, per requirement.
- ★ Subfolders may be created under each group if necessary for the purpose of organization (i.e., "images" subfolder if there are several photos and images; "videos" subfolder if there are several clips and videos).
- ★ Observe proper naming of DVD-R, folders, subfolders, and files. See example on the next page:



- ★ Document containing names of group leaders and members must be saved on the main folder of each group.
- ★ If contents cannot fit in one (1) DVD-R, you may submit up to 2 DVD-Rs, both CDs must be appropriately organized and labeled.
- ★ DVD-Rs must be appropriately labeled with your Section, Course Code & Title, Academic Year, and other pertinent information. You may use your own design & layout. Labeling must be done by either direct printing on CD or using CD sticker. Do not make your own sticker using regular papers as this will make the CD too thick which would render CD unreadable to most optical drives (due to irregular/obstructed spinning of discs inside). The disc must be placed in a CLEAR, THIN/SLIM plastic CD case (thus, no need to label case).

