

Article Two Columns

Replace by the Title of Your Activity

Name of first Student, Name of second Student, Name of third Student

Activity Report

Abstract—The Abstract should not exceed 200 words and should not be an introductory text on the subject of the report, but a summary of the whole report, describing what the author(s) did, how it was done, the main results and their importance. It should be discursive and not just a list of topics covered in the report.

Index Terms—Place here, Keywords, example, L^AT_EX, paper.



1 INTRODUCTION

THIS demo file is intended to serve as a “starter file” for writing the Activity/Learning Reports of Independent Studies, produced under L^AT_EX using IEEEtrans class.

2 SCORING RUBRICS

The table of Scoring Rubrics (at the bottom of the first page of each Report) depends on the Report Type (ACTIVITY or LEARNINGS). Therefore, you must pay attention to have the correct table displayed when you select your Report Type in lines 21 or 22 of the **PP_Report_Preamble.tex** document. Failure to do so means that your Report WILL NOT BE ACCEPTED for evaluation.

The scoring Rubrics correspond to the evaluation of different aspects of your Report, and have the following meanings:

ACTIVITY table

This table contains the rubrics that evaluate the Activity Report as an

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- Name of third Student, nr. 98765,
E-mail: student3@tecnico.ulisboa.pt,
Instituto Superior Técnico, Universidade de Lisboa.

Manuscript received on Month Day, 2015.

objective, factual document, describing the purpose of the activity, the tasks performed, the execution environment, the constraints, results etc.

Intro This rubric evaluates how you introduce the Activity described in the document. A competent introduction should describe at least the significance of the topic and the purposes of the work.

Object This rubric evaluates how you describe the Objectives of the work. You should provide clear and concise description of the procedures/tasks that were performed.

Plan This rubric evaluates how you planned/prepared your work.

Exec This rubrics will evaluate how you describe all the phases/steps/task of the work/activity, and will consider items such as when, where, how, what, with/for whom, duration, etc.

Result This rubric will evaluate how you describe the results of the work performed. You should report your results neutrally.

LEARNINGS table

This table contains the rubrics that evaluate the learning experience in

	ACTIVITY					DOCUMENT						PENALTY		
	Intro × 2	Object × 2	Plan × 4	Exec × 6	Result × 4	Struct × .25	Ortog × .25	Gram × .25	Form × .25	Abstr × .5	Concl × .5	Titles × .5	Files × .5	IDs × .5
1.0-Excel														
0.8-V.Good														
0.6-Good														
0.4-Fair														
0.2-Weak														

terms of non-technical (soft) skills acquired or perfected.

- Intro** This rubric evaluates how you introduce the subject (your own experience) to be described. A competent introduction should describe at least the significance of what you have done and what you have learned from doing it.
- Motiv** This rubric evaluates how you describe your motivation for choosing and performing the activity.
- Skills** This rubric evaluates all the soft-skills described as perfected and/or acquired during the execution of the activity.
- Reflect** This rubric evaluates your analysis over the learning experience and how well you describe it.
- Sugg** This rubric will evaluate your Comments regarding the activity performed, as well as your Recommendations or Suggestions for improvements or variations.

DOCUMENT table

This table contains the rubrics that evaluate the document form and structure.

- Struct** Evaluation the structure of the document in terms of contents.
- Ortog** Evaluates the quality of the orthography (spelling, appropriateness, etc.).
- Gram** Evaluates the grammar construction.
- Form** Evaluates the format conformance of the document in terms of components.
- Abstr** Evaluates the quality of the abstract, if it is really a summary of the document. The abstract is what is initially previewed by readership to determine if the remainder of the document is worth reading.
- Concl** This rubric evaluates how concise and analytic you are on drawing conclusions from what you have done. The Conclusion is com-

prised of some final, summative statements that reflect the flow and outcomes of the subject described in the document.

PENALTY table

This table contains the rubrics related with the Titles of the document, file names and identification(s) of author(s).

- Titles** Evaluates if the Main Title, subtitle, abridged title, etc. are adequate.
- Files** Evaluates conformation of the file names of the submitted documents with the rules.
- IDs** Evaluates the correct information related with the identification of author(s), submission dates, etc.

3 FEATURES

This section describes some of the common features used on writing documents with \LaTeX .

3.1 Abbreviations and Acronyms

This template is ready to define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. For the students of Instituto Superior Técnico (IST) it becomes very easy to make references to the School just using the respective acronym. The first time it was used, in previous paragraph, the name of IST was presented in extended form, but now only the acronym was typed.

3.2 Equations

Writing equations or math expressions, for example $\alpha + \beta = \chi$, is also very easy.

Another method to write math expressions or equations is the following construct, normally numbered automatically:

$$\delta + \epsilon = \theta \quad (1)$$

With this construct the reference in text to Equation 1 is straightforward.



Figure 1. The Soft-Skills Tree

3.3 Figures

Placing figures is also very easy, as for example the following Fig. 1:

With this construct the reference in text to Figure 1 is straightforward

4 ANOTHER SECTION

Write here Some text. Note that some special characters need an escape sequence. For example, to write a % sign you need to escape the character with a backslash (\%). Cras sed sapien quam. Sed dapibus est id enim facilisis, at posuere turpis adipiscing. Quisque sit amet dui dui. Duis rhoncus velit nec est condimentum feugiat. Donec aliquam augue nec gravida lobortis. Nunc arcu mi, pretium quis dolor id, iaculis euismod ligula. Donec tincidunt gravida lacus eget lacinia.

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4.1 Now a Subsection

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5 CONCLUSION

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ACKNOWLEDGMENTS

The authors would like to thank...Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras sed sapien quam. Sed dapibus est id enim facilisis, at posuere turpis adipiscing. Quisque sit amet dui dui. Duis rhoncus velit nec est condimentum feugiat. Donec aliquam augue nec gravida lobortis. Nunc arcu mi, pretium quis dolor id, iaculis euismod ligula. Donec tincidunt gravida lacus eget lacinia.

REFERENCES

- [1] R. Braden, D. Clark, and S. Shenker, *Integrated Services in the Internet Architecture: an Overview*, IETF, June 1994.
- [2] L. Lamport, *TEX: A Document Preparation System*. Reading, Mass.: Addison-Wesley, 1986.



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APPENDIX

STATEMENTS OF EXECUTION

STATEMENT OF EXECUTION IS ONLY MANDATORY FOR SELF-INITIATIVE ACTIVITIES.
Place here your Statements of Execution of the Activity, using a PDF document.

