

# Support for Bachelor's Final Project (BEP)

## An overview of self-study courses and courses for improvement of professional skills

In this overview you will find suggestions for improving your skills, both by self-study material (handouts, video lectures) and STU courses. Filling in the rubric for the bachelor thesis assessment yourself, can help you determine if and for which skills you would still need some support.

For all skills you can go to the TU/e SkillsLab website where a lot of tips, tricks, and trainings can be found: <https://skillslab.tue.nl>

### 1. Planning and organization (Professional skill: Planning)

#### Learning objectives

- A SMART (research/ design) project plan is made independently and the project is executed accordingly;
- Urgencies and importance of aspects are recognized and priorities are set;
- If necessary the plan is adapted due to changing circumstances / priorities;
- The project is finished in time.

#### Self-study

- SMART planning – hand-out planning and organization. Part of course material for 4GB10 Combustion Engine.
- See the guide [Learning for Planning & Organizing](#) on SkillsLab

### 2. Independence and self-reliance (Professional skill: cooperation)

#### Learning objectives

- Works independently throughout entire project, needs little coaching;
- Takes a lot of initiative on his own;
- Is able to deal with negative feedback and act upon it accordingly;
- Tries to work out problems on his own first before asking;
- Knows whom to ask for help or information.

#### Self-study

- Use the rubric to find out if your independence and self-reliance are sufficient at this moment. Reflect on this and discuss it with your supervisor.
- See the guide [Learning Teamwork Skills](#) on SkillsLab

### 3. Capacity of analysis and reflection (Professional skill: reflection)

#### Learning objectives

- Makes a clear problem analysis and translation into the matching mathematical concepts or experiments.
- Does clear and critical analysis of results in relation to theory and models.
- Results are evaluated on their meaning and validity. Critical questions are asked.
- High level conclusions and recommendations related to results and main problem are given.
- Student is able to recognize own mistakes and acts accordingly.

#### Self-study

- Use the rubric to find out if your skills are sufficient at this moment. Reflect on this and discuss it with your supervisor.
- See the guide [Learning Problem Solving](#) on SkillsLab

### 4. Report (Professional skills: Writing, Information skills)

#### Learning objectives

##### Report - Content

- Report has a clear structure: introduction, main text, conclusions.
- Parts of the report connect well to each other.
- Good references to paragraphs and chapters elsewhere in report.
- Good separation between main and side issues.

##### Report - Form and dealing with scientific information

- Report has consistent layout throughout.
- Consistent use of symbols, captions and references throughout entire report.
- Clear formulation and no spelling/grammar errors.
- Good academic referencing style. High quality sources.

#### Self-study:

- Guidelines for writing a report used during previous DBL-courses.
- See the guides for [Writing Skills](#) on SkillsLab

#### Mandatory course

- **Information skills - module 3**  
You will be enrolled for this module automatically, when being enrolled for the BEP.

## 5. Colloquium (Professional skill: Presenting)

### Learning objectives

#### Colloquium content

- The presentation is well prepared.
- The content is well structured.
- The content is well balanced (good proportions introduction/ core/results and conclusions).
- Main issues are clearly distinguished from side issues and clearly emphasized.
- Clear and logical conclusions and recommendations linked to main issue.

#### Colloquium form

- Visual aids support the presentation clearly, in a non-distracting way.
- Good contact with audience. Good interaction.
- Speaks by heart, is confident in doing so.
- Questions from the audience are answered well and with confidence.
- The presentation is well adapted to the knowledge level of the audience.
- Presentation finishes in time and is not rushed.

### *Self-study*

- Several TU/e web lectures accessible via [videocollege.tue.nl](https://videocollege.tue.nl) . Choose Professional skills → Presenting and choose the web lecture you would like to view.
  - Voorbereiding van een presentatie
  - Inleiding van een presentatie
  - Non-verbale communicatie
  - Stemgebruik en woordkeuze
  - Slot van een presentatie
- Skillslab → Presentation skills  
<https://skillslab.tue.nl/presentation-skills>