

ACTE Regional & State Fairs Notebook Requirements

All projects will be required to have a notebook that documents how the project was created, include examples of output, and a bibliography of sources. These items should be written in the students' voice. Please note that special attention will be given to projects that have been created from class assignments, for other educational or instructional purposes, or with actual or potential business or commercial applications.

Requirements for the notebooks are as follows:

1. **Title page**
Name of project, Name of creator(s), Competition category & level, Lists of Hardware & Software Used
2. **Introductory Page**
The Introductory Narrative should include the reason for the project creation; any teacher or class assignment instructions if applicable, a statement of knowledge gained from the creation of the project, and the value of the project gained for its creator.
3. **Instructions Page(s)**
The student should explain special description of how the project was created by the student. You should include samples of screens or "pages" created.
4. **Bibliography and Copyright Information**
Information included in projects that are based on research must include a bibliography of sources must be included. Students must also include the sources for sounds, graphics, photographs, etc. Students should also cite any copyright permission obtained for any images or sounds used in projects.
5. **Specifications Page(s)**
These pages differ depending on the category.

General Applications: Hardcopy (print, etc.) of the final product or output and hardcopy of the output with hidden codes, formulas, etc. revealed (as applicable). Documentation (bibliography) of source material.

Multimedia: Copy of Storyboard, note cards, or other planning process (sequencing of project development). Documentation (bibliography) of source material. A storyboard is a design and layout process, not just a (tri-fold) project board.

Web Site Creations: Must have hardcopies of WebPages source coding, site/page plans, etc., hard copies (printouts) of web pages with graphics down through three levels of sublinks, whether these links are from local (hard disk) sources or hyperlinks from outside source. Documentation (bibliography) of source material.

Video Production: Projects must have hardcopies of scripts or storyboard planning, job descriptions of all participants. Documentation (bibliography) of source material. State whether this presentation is being shown in its entirety, was part of a larger production or a broadcast or if it is a short commercial.

Hardware - Robotics: Hardcopies of the source code of computer interaction and schematics of hardware design. Documentation (bibliography) of source material if applicable. If using parts from a kit, list the manufacturers.

Computer Project Programming: Name(s) of software/compiler/language used. Hardcopies of the source code and algorithms, hardcopies of any printed or screen generated output from the program and a narrative description of the program with purpose, organization chart, 5-step plan, flow chart, etc. Documentation (bibliography) of source material if applicable.

Project Notebook Title Page

Student(s) Name(s)

Last First

Last First

Last First

Last First

Current Grade and Level of Presentation _____

School _____
Full Name - **NO** initials (County) **NO** initials

Project Category (check one)

- General Applications _____
- Multimedia Applications _____
- Web Page Creation _____
- Video Production _____
- Hardware – Robotics _____
- Computer Project Programming _____

Project Title:

List of Hardware Used:

List of Software Used:

