MECE 2140 MATERIALS LABORATORY – TECHNICAL MEMO GRADING RUBRIC

Name _____ Lab Title _____ Score _____

	Expert (10 points each)	Practitioner (8 points each)	Apprentice (6 points each)	Novice (3 points each)
Organization & Appearance Score: _____	• The document is easily navigated (assisted by sectioning) • Information is in the appropriate section. • The document is visually appealing.	• The document is organized. • Information is not in the appropriate section.	• Within sections, the order in which ideas are presented is occasionally confusing. • The document is somewhat appealing.	• There is no apparent ordering of paragraph, and thus there is no progressive flow of ideas. • There are few "cues" to help the reader navigate the document. • The document is not visually appealing. • The document is longer than 1 page.
Technical Language Score: _____	• Sentences or phrases are complete and grammatically correct. They flow together easily. • Words are chosen for their precise meaning. • Engineering terms and jargon are used correctly. • No misspelled words are present.	• For the most part, sentences and phrases are complete and grammatically correct, and they flow together easily. Any errors are minor and do not distract the reader. • For the most part, terms and jargon are used correctly with some attempt to define them. • There are one or two misspelled words.	• In a few places, errors in the sentence structure and/or grammar distract the reader and interfere with meaning. • Word choice could be improved. • Occasionally, technical jargon is used without definition and/or incorrectly. • There are a few misspelled words.	• Errors in sentence structure and/or grammar frequently distract the reader and interfere with meaning. • There is unnecessary repetition of the same words and phrases. • There is an overuse of jargon and technical terms without definition, accompanied by incorrect use. • There are many misspelled words.
Objective Score: _____	• Correctly stated • In own words	• Correctly stated but incomplete	• Incorrectly stated • In own words	• Incorrectly stated • Not in own words
Exp. Setup & Procedures Score: _____	• Thorough explanation and detail of setup, methods, or procedures that is in their own words	• Adequate explanation and detail of setup, methods, or procedures that is in their own words	• Some explanation and little detail (very general) of setup, methods, or procedures that is in their own words	• Very little or no explanation or detail of setup, methods, or procedures • Procedures followed is not in their own words
Data & Analysis (Non-technical) Score: _____	• No missing or incorrect units • No significant figure errors • Graphs completely and correctly labeled (title & axis) • Captions on all figures, tables, graphs, charts, etc. • Correct equations shown	• Few missing or incorrect units • Few significant figure errors • Few missing or incorrect labels on graphs • Captions on most figures, tables, graphs, charts, etc. • Incorrect equations shown	• Some missing or incorrect units • Some significant figure errors • Some missing or incorrect labels on graphs • Captions on some figures, tables, graphs, charts, etc.	• Many missing or incorrect units • Many significant figure errors • Many missing or incorrect labels on graphs • Captions on little or no figures, graphs, charts, etc. • No equations shown
Data & Analysis (Technical) Score: _____	• Appropriate and complete data collected • Correct graphs, charts, and calculations	• Appropriate but incomplete data collected • One incorrect graph or chart, or incorrect calculations	• Inappropriate but complete data collected • One incorrect graph or chart, and incorrect calculations.	• Inappropriate and incomplete data collected • More than one incorrect graph, chart, or calculation
Discussion of Analysis (x2) Score: _____	• Demonstrated a thorough understanding and comprehension of the results	• Demonstrated an adequate understanding and comprehension of the results	• Demonstrated some understanding and comprehension of the results	• Demonstrated little or no understanding and comprehension of the results
Conclusions (x2) Score: _____	• Analysis and results correctly and adequately compared to theory, equations, and practical applications.	• Analysis and results incorrectly but adequately compared to theory, equations, and practical applications.	• Analysis and results correctly but inadequately compared to theory, equations, and practical applications.	• Analysis and results incorrectly and inadequately compared to theory, equations, and practical applications.
Timeliness	• On time	• Late (-20 points per day)	• # of days late:	• Points to deduct: