

## Written Report/Ability to Experiment Grading Sheet

Name \_\_\_\_\_ Project \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_/100

MEMO/EXEC SUMM./ INTRODUCTION		METHODS		THEORY/ANALYTICAL		RESULTS		DISCUSSION/ CONCLUSIONS/OTHER	
Transmittal Letter: briefly states the contents of the report	/2	Experimental figure is included, labeled, easy to read, and appropriately described.	/8	The equations are correct and applicable for analyzing/modeling the objective. Equation assumptions are identified and validated	/8	Pertinent data are presented and described; trends are noted; figure/tables are readable.	/7	A discussion of the results leads to conclusions and recommendations that are supported by the results	/7
Executive Summary: stands on own, states objective, results, conclusions (with constraints), and recommendations	/7	Experimental method is clearly described (including safety, # of experiments, data to collect, ranges of variables studied, etc.)	/8	Equations are numbered and variables are appropriately identified (you may include a table if necessary)	/5	“Bad” results are included and discussed- Potential problems and pitfalls to avoid are described	/4	Conclusions and recommendations are stated. Conclusions answer objective and include solution constraints (i.e. solution is valid over xx range)	/7
Intro: Objective is identified, clear, and well-defined; background info is appropriate	/4	Assumptions in data collection (steady state, const T, etc.) are noted and validated in results or methods section	/2	The “readability” of the analysis from beginning to end is clear	/7	Results are compared to theory. Differences and similarities between theory/results noted	/7	References (including equations and figures) are appropriate and correctly formatted	/3
Intro: The method (not results) used to achieve the objective is briefly discussed (lead-in to next section)	/2	Materials and equipment are listed along with manufacturer (and model # if needed)	/2			Error analysis is correctly applied and presented; A table showing sources of error is included.	/5	Report is organized into sections- format, line spacing, fonts, spelling, grammar, and length are appropriate	/5
<b>TOTAL POINTS</b>	<b>/15</b>	<b>TOTAL POINTS</b>	<b>/20</b>	<b>TOTAL POINTS</b>	<b>/20</b>	<b>TOTAL POINTS</b>	<b>/23</b>	<b>TOTAL POINTS</b>	<b>/22</b>

\*\* Shaded areas demonstrate your ability to perform, analyze, and assess experimental work. (74/100 points)