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|  | **4 - Expert** | **3 - Practitioner** | **2 - Apprentice** | **1 – Novice** | **0 - Deficient** |
| **Notebook Mechanics**  **Score: \_\_\_\_\_\_** | * Student name, phone number and email address are included inside front cover * Project sponsor and project year are included inside front cover * Table of contents has been maintained * Entries are sequential and any blank space has been crossed out | * Student name, phone number and email address are included inside front cover * Project sponsor and/or project year have not been included * Table of contents has been maintained * Entries are sequential and any blank space has been crossed out | * Student name, phone number or email address is missing * Table of contents has not been maintained, some content is not referenced * Some blank space has not been properly treated in the notebook | * Most contact information is missing * The table of contents is confusing and incomplete * The notebook has non-sequential entries * Pages have been skipped in the notebook or some blank space is not properly treated | * All or most contact information is missing * The table of contents is not present or extensive material is missing * The notebook has numerous non-sequential entries * Pages have been skipped or much blank space is not properly treated |
| **Intellectual Property Maintenance**  **Score: \_\_\_\_\_\_** | * The notebook is written completely in pen * The notebook is legible to the reviewer * All pages have been signed by the author * All entries by the author are dated | * The notebook is written completely in pen * The notebook is not completely legible to the reviewer * All pages have been signed by the author * All entries by the author are dated | * The notebook is not written completely in pen, some entries are in pencil * The notebook is not completely legible to the reviewer * One page is missing either signature or date | * Many notebook entries are in pencil * The notebook is not easily legible to the reviewer * Two pages are missing either signature or date | * Most notebook entries are in pencil * The notebook is not legible to the reviewer * Three or more pages are missing either signature or date |
| **Supplemental Material**  **Score: \_\_\_\_\_\_** | * Appropriate supplemental material is included in the notebook * Supplemental material is affixed permanently to the pages of the notebook as described in the course notebook guidelines | * No supplemental material is included * Supplemental material is improperly affixed in one instance * The material has been affixed well enough to stay in the notebook | * Supplemental material is improperly affixed in more than one instance * The material is in danger of being lost, but is included for submission | * Supplemental material should be required but is not included * Supplemental material, was attached and is now missing | * Supplemental material is obviously required but not included |
| **Mechanics Total Score: /12** | | | | | |
| **Project Progress**  **Score: \_\_ x 3**  **Weighted Score:\_\_\_\_\_\_** | * The project is well documented in the notebook * The notebook has obviously been maintained as an ongoing project, not rewritten as a secondary exercise * A non-expert engineer could recreate the work done to date and continue the project | * The project is fairly well documented in the notebook * The notebook has been partially maintained as an ongoing project, with some rewriting * A non-expert engineer could recreate the work done to date with some additional research and continue the project | * The project is not well documented in the notebook * The notebook has been rewritten from other notes * A non-expert engineer would have difficulty recreating the work done to date, causing a project delay while recreating missing information | * The project is not well documented in the notebook * The notebook is incomplete and is of minimal use to someone other than the author * A non-expert engineer would have to perform extensive reconstruction of work to date to assure proper results | * The project is not documented in the notebook * The notebook is incomplete, confusing or otherwise useless to someone other than the author * A non-expert engineer would have to restart the project to assure proper results |
| **Project Research**  **Score: \_\_ x 2**  **Weighted Score:\_\_\_\_\_\_** | * There is evidence of basic discovery in the notebook. * Multiple areas of engineering study have been integrated and applied to the project * The technical basis for the project is of high quality, with possibly publishable results | * There is evidence of new engineering that has been done to expand on or integrate undergraduate topics * Undergraduate concepts have been applied properly to the project * A basis for executing the project successfully has been presented | * Some undergraduate level material has been improperly applied to the project * Little work to expand student understanding or capability is evident * The notebook does not provide a complete technical basis to execute the project | * Much undergraduate level material has been improperly applied to the project * No work to expand student understanding or capability is evident * The notebook does not provide a technical basis to execute the project | * No original engineering work is present * Incomplete knowledge of undergraduate courses is evident * The technical content of the notebook indicates little or no effort was made to solve basic problems associated with the project |
| **Design Total Score: /20** | | | | | |