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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
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| **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
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| **Design Total Score: /20** |