Written Assignment Evaluation

Course:________  Semester:_____  Student Name(s):________________

Format and Submission Criteria: Did the student(s)
(Yes=5, mostly/some=2, No=0)

1. ____ submit the assignment on time and to the correct location? (Outcome 2, iv)
2. ____ format the document appropriately (font, pitch, etc.)?
3. ____ include all required sections of the report (abstract, procedure, conclusion, etc.)?
4. ____ correctly identify figures, tables, etc.?
5. ____ have no spelling, punctuation, or grammatical errors?
6. ____ write in the appropriate voice? NOTE: Voice and person are to be specified, and must be maintained throughout the assignment.

Assignment Criteria: Did the student(s)
(Subjective score: 0 - 7)
7. ____ produce a complete and effective written report? (Outcome 2, iii)
8. ____ provide a logical, coherent and concise overview of the entire project? (did they write an abstract or summary)
9. ____ clearly articulate any requirements and constraints?
10. ____ effectively use figures, graphs and tables (as appropriate) to make key points and discuss relevant results?
11. ____ summarize the entire report in the conclusion, explain behavior with respect to original specifications and provide relevant recommendations? (Outcome 4, ii)
12. ____ present work in a manner befitting the target audience, i.e., professionally, logically and coherently? (Outcome 3, iii)
13. ____ include a complete and appropriately formatted reference list? citations made correctly? (Outcome 1,ii)

Other Criteria (for single submission or draft reports):
(Subjective score: 0 - 7)
14. ____ student was present and participated in the lab. (if a team effort and one person did not make any connections or measurements, that person receives a 0)
15. ____ student read the lab before arriving and was ready to get started, any pre-lab work was completed
16. ____ student arrived on time and remained until all work was completed

Other Criteria (for final reports):
(Subjective score: 0 – 21)
17. ____ student made corrections as indicated on the graded draft report. If no draft was written (but required), student receives 0 for this item

Report Grade:______  English/Draft Grade:______

9/17/2011