AME20213 – Spring 2010 - Technical Memo/Report Grading Sheet

Laboratory Exercise No.: _______

Memo/Report Author(s):________________________________________________

The technical document MUST follow the format described in the text that is specified for this exercise. Further, it must conform to the guidelines given in the text on writing technical memoranda, number and unit formats, and graphical presentation.

Each area below will be graded as unsatisfactory (score = 1), satisfactory (score = 2), or excellent (score = 3). These areas are somewhat subjective and may vary slightly between TAs. To help guide you, the items listed below each area must be followed to receive a satisfactory grade. Satisfactory means that your document conforms to all or almost all requirements. Unsatisfactory signifies a document that in deficient in several requirements – a document that we would be embarrassed to show a prospective employer during an interview. Excellent means exceptional – way above the requirements – a document that impresses us and one that you would be proud to include with your resume in seeking a job. Past grading experience in this class has shown that few documents meet the grade of excellent (less than five in a semester). All excellent grades would give a total score of 24.

Specific Technical Writing Considerations: Score = _____
- All Variables/Symbols Identified in Text
- All Variable’s Units Presented (in Correct Format)
- Numerical Results Presented in Proper Format
- Correct Number of Significant Digits used
- All Figures/Tables Explained in Text
- Figures and Tables Correctly Presented Including
  - Labeled Axes, Proper Captions, and Clear Markers
- References in Proper Format and Correctly Referenced in Body of Text
- Correct Spelling and Grammar
- Uncertainties for Every Measured and Predicted Value

Quality of Writing: Score = _____
- Proper Format, Organization and Content
- Quality of Writing Including Ability to Communicate Clearly Ideas, Sound Reasoning, Results, and Technical Details

Technical Content: Score = _____
- Appropriate Plots (Presence and Quality of Description)
- Uncertainty Calculations
- Quantitative Comparison of Measured and Theoretical Values

Quality of Technical Understanding: Score = _____
- Scientifically Viable Conclusions/Discussion
- Comprehension of Purpose of Laboratory Exercise
- Comprehension of Physical Principles Governing the Experiment and Measurement
For an Application Question, *excellent* corresponds to all correct answers.

**Application Question #1:**
Score = ___

**Application Question #2:**
Score = ___

**Application Question #3:**
Score = ___

**Application Question #4:**
Score = ___

TOTAL SCORE: ____/24