**Grading Worksheet for ME 320 Introduction/Conclusion Reports**

**Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Points** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **out of 32**

**Preliminary Pages (3pts)**

Title is descriptive yet brief 2 1 0

Title Page lists authors, class, and date 1 0

**General Text of Report (9pts)**

Proper grammar and professional writing style are used 3 2 1 0

Prose is clear and free of spelling errors 2 1 0

Report is within page limits 1 0

All pages are numbered and have adequate margins 1 0

References provided as appropriate (including source of data) 2 1 0

**Summary/Conclusions (7pts)**

Conclusions are justified and represent a thorough analysis of results 2 1 0

Evidence of higher level of thinking demonstrated 2 1 0

Appropriate use of uncertainty analysis and significant figures 3 2 1 0

**Figures, Tables, and Equations (13pts)**

Plots are clear and legible 3 2 1 0

Graph axes and table column headings have meaningful labels and units 2 1 0

Tables and figures have meaningful captions 2 1 0

Contents of figures and tables discussed in report text 2 1 0

Equations are correct, numbered, and professionally formatted 2 1 0

Mathematical symbols are defined in words and units are clear 2 1 0