**Grading Worksheet for ME 320 Laboratory Reports**

**Student (s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Experiment #** \_\_\_\_\_\_\_ **Points** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **out of 50**

**Preliminary Pages (3pts)**

Title is descriptive yet brief 2 1 0

Title Page lists authors, class, and date 1 0

**General Text of Report (11pts)**

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

Prose is clear and free of spelling errors 2 1 0

Content is organized into sections that facilitate interpretation by readers 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

**Experiment and Methods Documented (8pts)**

Key components and function of apparatus are described 3 2 1 0

Procedure is described (not just a bullet list of “do this” items 3 2 1 0

Apparatus figure (schematic or labeled picture as appropriate) 2 1 0

**Results, Discussion, and Conclusion (13pts)**

Results of analysis are presented clearly and are accurate 3 2 1 0

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

Plausible explanations given for discrepancies in results 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

**Appendix (2pts)**

Are raw data and summary calculations included and documented 2 1 0