**Grading Worksheet for ME 320 Methods and Conclusion**

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

**Points** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **out of 33**

**Preliminary Pages (3pts)**

Title is descriptive yet brief 2 1 0

Title Page lists authors, class, and date 1 0

**General Text of Report (7pts)**

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 (2 pages max, double spaced) 1 0

All pages are numbered and have adequate margins 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

**Conclusion/Summary (4pts)**

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

Evidence of higher level of thinking demonstrated 2 1 0

**Figures, Tables, and Equations (8pts)**

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