

UNC Charlotte Senior Design – - Written Report Rubric – Semester I

Project: _____

As project sponsor or faculty mentor, I have read the design document (and other supporting documents) and approve of the design as proposed. The team may begin purchasing materials immediately by providing purchase orders to the faculty mentor.

Sponsor/Mentor Signature _____

Date _____

	3 - Expert	2 – Practitioner	1 - Apprentice	0 - Novice
Content Score: _____	<ul style="list-style-type: none"> Content of the report conveys all of the detail of the project and device. An engineer can build the project based on the report. 	<ul style="list-style-type: none"> Content conveys most of the project detail. An engineer might be able to build the project based on the report. 	<ul style="list-style-type: none"> Content conveys much of the project detail. An engineer would have difficulty building the project based on the report 	<ul style="list-style-type: none"> Content conveys little of the project detail. An engineer would not be able to build the project based on the report
Visual Format and Organization Score: _____	<ul style="list-style-type: none"> The document is visually appealing and easily navigated. Appropriate typography and usage of white space are used as appropriate to separate blocks of text and add emphasis. 	<ul style="list-style-type: none"> The document is organized. Use of white space and typography help the reader navigate the document, although the layout could be more effective. 	<ul style="list-style-type: none"> Errors in the Table of Contents are present. Within sections, the order in which ideas are presented is occasionally confusing. 	<ul style="list-style-type: none"> The document is not visually appealing and there are few “cues” to help the reader navigate the document. There is no apparent ordering of paragraphs.
Language (Word Choice, Grammar) Score: _____	<ul style="list-style-type: none"> Sentences are complete and grammatical. They flow together easily. Words are chosen for their precise meaning. Engineering terms and jargon are used correctly. No misspelled words are present. 	<ul style="list-style-type: none"> For the most part, sentences are complete and grammatical, and they flow together easily. Any errors are minor and do not distract the reader. For the most part, terms and jargon are used correctly with some attempt to define them. There are one or two misspelled words. 	<ul style="list-style-type: none"> In a few places, errors in sentence structure and grammar distract the reader and interfere with meaning. Word choice could be improved. Occasionally, technical jargon is used without definition. There are a few misspelled words. 	<ul style="list-style-type: none"> Errors in sentence structure and grammar frequently distract the reader. There is unnecessary repetition of the same words and phrases. There is an overuse of jargon and technical terms without definition. There are many misspelled words.
Equations, Numerical Usage, and Illustrations Score: _____	<ul style="list-style-type: none"> All equations are clear, accurate, and labeled. All variables are defined and units specified. Discussion regarding the equation development is stated. All figures, graphs, charts, and drawings are accurate, consistent with the text, and of good quality. They enhance understanding of the text. All items are labeled in accordance with engineering standards and are referred to in the text. 	<ul style="list-style-type: none"> Most equations are accurate and clear. Most variables are defined and units specified. With some minor exceptions, adequate discussion regarding the equation development is stated. For the most part, illustrations are accurate, consistent with the text, and of good quality. All items are generally labeled in accordance with engineering standards and are referred to in the text. 	<ul style="list-style-type: none"> Most equations are accurate. Too many variables are not defined. Discussion regarding the development and usage of the equation is unclear. In some cases, illustrations are not conveying information clearly. While items are labeled, references to these items are missing. 	<ul style="list-style-type: none"> There may be inaccuracies within the equation. Little or no attempt is made to make it easy for the reader to understand the use of an equation or its derivation. Figures, graphs, charts, and drawings are of poor quality, have numerous inaccuracies and mislabeling, or may be missing. There is no corresponding explanatory text for included items.
Use of references Score: _____	<ul style="list-style-type: none"> Prior work is acknowledged by referring to sources for theories, assumptions, quotations, and findings. References are exact with author, journal, volume number, page number, and year. 	<ul style="list-style-type: none"> With an occasional oversight, prior work is acknowledged by referring to sources. With some minor exceptions, references are exact with author, journal, volume number, page number, and year. 	<ul style="list-style-type: none"> On several instances, references are not stated when appropriate. Bibliographical entries are not complete. 	<ul style="list-style-type: none"> Little attempt is made to acknowledge the work of others. Most references that are included are inaccurate or unclear.
Use of appendices Score: _____	<ul style="list-style-type: none"> Information is placed appropriately in either the main text or an appendix. Appendices are documented and referenced in the text. 	<ul style="list-style-type: none"> Appendices are used when appropriate. Selection and/or extent of material in appendix may not be optimal. 	<ul style="list-style-type: none"> While appendices are present, material in appendix is not referred to properly in text. Content in appendix is not complete. 	<ul style="list-style-type: none"> Appendices were not utilized when appropriate. There is unnecessary inclusion of detailed information in the main body of the text.