

Student:		enter name	enter ID number	enter email		
Title of Report:						
Criterion and Expectation	Exceeds Expectations	Meets Expectations	Marginal	Does not Meet Expectations	Missing from Report*	Score
<b>Spelling and Grammar:</b> The report was proofread and is free of spelling, grammatical and syntactical errors.	x	5	3	0		5
<b>Executive Summary:</b> A clear and well-written standalone summary of the report is provided that includes key information about the objectives, approach, conclusions and recommendations.	5	4	3	2	0	5
<b>Front Matter:</b> The report contains a properly formatted cover page, letter of submittal, list of figures, list of tables and nomenclature (if applicable).	x	5	3	2	0	5
<b>Structure:</b> The material is logically distributed in appropriate sections (see section 4 of the CHE work report guidelines). There is a logical flow from one section to the next that enables the reader to understand the problem and resolution. Overall the report is well written and easy to follow.	5	4	3	2	0	5
<b>Format:</b> The report is professional in appearance and follows the formatting guidelines indicated in section 5 of the CHE work report guidelines.	x	5	3	0		5
<b>Tables and Figures:</b> Tables and figures are professional in appearance and complement the written report. All figures are referenced within the text. Figures and tables have a caption that includes a title and short description.	10	8	6	4	0	10
<b>References:</b> The report includes all necessary citations. Research is well-integrated into the report and properly paraphrased/quoted. Credible sources are used. All citations and the list of references are correctly formatted.	5	4	3	2	0	5
<b>Total Score for Communication Skills (GA 7, PI 7b)</b>						0 40
<b>Introduction:</b> The introduction clearly and succinctly formulates a problem statement. Sufficient context is provided to explain the motivation and importance. (GA 2, PI 2a)	10	8	6	4	0	10
<b>Background:</b> Technical material necessary for the reader to understand the report is succinctly presented.	10	8	6	4	0	10
<b>Methods:</b> The technical approach is described clearly, thoroughly and succinctly. An appropriate methodology or experimental procedure is used to investigate the problem.	10	8	6	4	0	10
<b>Results and Discussion:</b> Results are clearly and logically presented. A high-quality discussion and interpretation illustrate key aspects of the analysis. Scope and depth of analysis are appropriate for a 3B student.	20	16	12	8	0	20
<b>Conclusions and Recommendations:</b> Conclusions and recommendations are provided that are clearly and logically justified by the evidence presented, with reference to the report objective/problem statement. (GA 3, PI 3c)	10	8	6	4	0	10
<b>Total Score for Technical Content</b>						0 60
<b>Graded by:</b> enter name				enter email	<b>Total</b>	0 100
<b>Comments</b>				<b>*Resubmission required:</b>		
Please provide comments here. If comments are provided on the report file, this can also be returned to the student as feedback.				Graders: A resubmission is required if the report is missing any of the required elements or if the report grade is below 50%. Clearly describe the revisions expected before resubmission (or ask student to contact you) in the comments box. For resubmitted reports a deduction of 15% will be applied. If this deduction reduces the grade to below 50%, then a grade of 50% will be assigned. If no revision is received, then a grade of 40% will be assigned.		