

Rubrics for Engineering Journal Assessment

The Engineering Journal

The Engineering Journal is a highly recommended organizational method for the instructor to keep track of each group's work throughout the multi-week project. It consists of a folder or binder for each individual in the class, which contains the entirety of that student's work for the project. Consolidating each student's work in a single place allows for easy collection of assignments, and gives students responsibility for keeping his or her own material organized.

This gives the instructor the option of collecting students' journals to grade when assignments are due (and even when they're not).

Each student's Engineering Journal contains:

- Class handouts
- Daily logs and notes
- All completed and returned assignments
- Final (turned-in) version of any individual assignments that are due

All material should be kept in chronological order

Alternatively, you may choose to have only one journal per group, or have every student keep a copy of both individual and group assignments. The Engineering Journal is your tool for efficient assessment – customize the requirements to fit the needs of your classroom.

Assessment

- The Journal itself should be graded based on completeness and organization
 - A complete journal should include:
 - All class handouts, including syllabus and assignment sheets
 - All teacher-assigned work (homework, quizzes, etc.)
 - Daily logs, one per day of independent work
 - All major project deliverables (proposal, etc. – group journal keeper only)
 - Group meeting notes (group journal keeper only)
 - All documents in the journal should be organized by date
- Students should be responsible for lost, damaged, or poorly kept Journals
 - Points should be deducted for journals that are:
 - Lost (no credit for assignments that are lost!)
 - Damaged or sloppy (unprofessional!)
- When requested, students should hand in their journals
 - This is the preferred method for collecting work on days assignments are due
 - Penalties apply for groups or individuals who are not prepared
- Journal contents should be graded and returned in the journal
 - Assignments should be graded according to their own rubrics
 - Quizzes and journal hand-ins can be done together for convenience
- Notes and logs are a student's evidence of work done on a daily basis
 - Self- and peer-reported student records are how work habits are tracked
 - Teamwork
 - Effective use of time
 - Good planning and preparation