

Grading Worksheet for ME 411 Laboratory Reports

Student (s): _____

Experiment # _____ Points _____ out of 100

Preliminary Pages (4pts)

Title is descriptive (main point clear) yet brief (3pts) _____

Title Page lists authors, class, lab section, and date (1pts) _____

General Text of Report (23pts)

Proper grammar and professional writing style are used (5pts) _____

Prose is free of spelling errors (2pts) _____

Prose is clear, concise, and specific (10pts) _____

Content is organized into sections that facilitate interpretation by readers (2pts) _____

Report is within page limits (1pt) _____

All pages are numbered and have adequate margins (1pts) _____

References provided as appropriate (including source of data) (2pts) _____

Introduction (8pts)

Motivation for the study/report is well developed (2pts) _____

Background information/theoretical development sufficient (3pts) _____

Objective of **the report** is clear and well defined (3pts) _____

Experiment and Methods (15pts) (sufficient to reproduce the results)

Key components and function of apparatus are described (4pts) _____

Procedure is clearly described (not just a bullet list of “do this” items) (5pts) _____

The range and accuracy of measurement variables is well defined (2pts) _____

Apparatus figure (schematic or labeled picture as appropriate) (4pts) _____

Results, Discussion, and Conclusion (24pts)

Results of analysis are presented clearly and are accurate (4pts) _____

Significance of results are discussed in the report body (4pts) _____

Appropriate use of uncertainty analysis and significant figures (4pts) _____

Plausible explanations given for discrepancies in results (4pts) _____

Conclusions are justified and represent a thorough analysis of results (4pts) _____

Evidence of higher level of thinking demonstrated (4pts) _____

Figures, Tables, and Equations (23pts)

Plots/figures are clear, legible, and labeled appropriately (6pts) _____

Graph axes and table column headings have meaningful labels and units (3pts) _____

Tables and figures have meaningful captions (stand alone) (4pts) _____

Main points of figures and tables discussed in report text (4pts) _____

Equations are correct, numbered, and professionally formatted (3pts) _____

Mathematical symbols are defined in words and units are clear (3pts) _____

Appendix (3pts)

Appendices are called out in the report body (1pts) _____

All appendices include a detailed introductory statement (1pts) _____

Raw data and summary calculations included and well documented (1pts) _____