Team Work Products Being Evaluated:  **Design Notebook Structure**

1. Work Evaluated by Assessment Symbol/Color Date
2. Work Evaluated by Assessment Symbol/Color Date
3. Work Evaluated by Assessment Symbol/Color Date
4. Work Evaluated by Assessment Symbol/Color Date

**This Checklist must be** **completed (self assessed) before submit ion for assessment**

| **Yes** | **No** | **Expected Features** |
| --- | --- | --- |
|  |  | 1. This checklist has been completed by the team prior to peer assessment |
|  |  | 1. The Title Page is present as the first page seen when the Notebook is opened up |
|  |  | 1. The Title Page shows the Team’s name (e.g., Team #1) |
|  |  | 1. The Title Page lists all the team members names and IDs. |
|  |  | 1. The Title Page includes the course number and name |
|  |  | 1. The Title Page has the laboratory course instructor’s name |
|  |  | 1. The Title Page has an e-mail address at which the team can be reached |
|  |  | 1. There is a Table of Contents (TOC). |
|  |  | 1. There are tabbed section dividers with section names on them for at least Project 1, Team Meetings, Assessment, and Index |
|  |  | 1. The TOC shows **all** the sections (i.e., all the divider titles)? |
|  |  | 1. The Presentation of Technical Work Checklist, and Zeroth Notebook Assessment Checklist are in the Assessment Section of the Design Notebook |
|  |  | 1. All the items in Design Notebook are shown in the TOC |
|  |  | 1. All teammate interviews (#L1) are Meets and are located in the Team Meetings Section |
| Comments on any of the No’s | | |

**Results of Initial Assessment**

| **M** | **NI** | **NCE** | **Design Notebook Structure**  **M**, meets expectations, requires **all** Yes’s for items 1 to 13  **NI**, needs improvement, is given if there are **any** No’s for items 1 to 13  **NCE**, no credible effort, is given if there is little to no work to be assessed |
| --- | --- | --- | --- |

If the work was assessed as either **NI** or **NCE** you may, following the instructions given on the Resubmission of Work Checklist, improve the work and resubmit it for re-assessment.