**Engineering Journal sub-Checklist**

**Evaluation of ‘s Work Quiz Date:**

| **Quiz Number** |  | **Division Number** |  | **Team Number** |  | **Member Number** |  |
| --- | --- | --- | --- | --- | --- | --- | --- |

**Quiz Name**

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

You must **self assess**, i.e., fill out this checklist, **attach** it as the **cover sheet** to your Engineering Journal, and place it into the Team Folder **before** beginning the associated Quiz.

| **Yes** | **No** | **Expected Feature** | |
| --- | --- | --- | --- |
|  |  | 1. This completely filled out and **self-assessed** checklist is stapled to the front of the Engineering Journal Entry | |
|  |  | 1. The Journal must be **handwritten** and **two pages** or less**.** | |
|  |  | 1. The top of the journal includes the student’s **Name**, **Team Number** & **Member Number** as well as **the Quiz Date** & **Name** on each page**.** | |
|  |  | 1. The work is professional and ethical and is presented using the **Presentation Sandwich** | |
|  |  | 1. The writing is truly reflective and contains **two or more** of the following (check if present) | |
|  | |  | * a **summary**, in the student’s **own** words, of the important concepts in the material ***and*** **why** they are important, |
|  | |  | * a list of **questions about concepts** or a description of **why** items in the reading were unclear to you |
|  | |  | * a **personal** description of potential **applications** of the material to the student’s own life (written in the first person) |
|  | |  | * a **description of the student’s own experience** relevant to the material in the reading (written in the first person) |
|  | |  | * **comparison and contrast** of the reading material to other material in this or other courses |
|  | |  | * other clearly **reflective** writing |
| Comments (if any) | | | |

**Results of the Assessment**

| **M** | **NI** | **NCE** | * **M**, meets expectations, **Yes** for all items 1 to 5. * **NI**, needs improvement, **one** or more **No**’s for items 1 to 5. * **NCE**, no **credible effort**, does **not** demonstrate a **credible effort** to meet the specifications summarized above. |
| --- | --- | --- | --- |

**An assessment of NI or NCE has no effect upon a *Quiz* grade, but will result in NI or NCE on a Quiz Make-up or on the Reflective Writing/Defect Removal Assignmen**t.