Project Grading Form – Industrial Advisor  
Capstone Year-Long Project

**(Instructions on the other side of the page)**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Industrial Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students: 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part A: Project Planning and Execution – Weight: 60% of Total Grade**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **Parameter** | **Scale: 0-5** | **Grade** | |
| **Student 1** | **Student 2** |
| Planning | Requirements definition | 10 |  |  |
| Literature review, market research, background | 5 |  |  |
| Solution choice, originality | 10 |  |  |
| Project planning | 10 |  |  |
| Engineering knowledge level | 5 |  |  |
| Personal engineering ability | 10 |  |  |
| Execution | Fulfillment of requirements | 10 |  |  |
| Planning and execution | 10 |  |  |
| Efficiency, implementation quality | 5 |  |  |
| Planning and execution of tests | 5 |  |  |
| Documentation, training, integration | 10 |  |  |
| General | Diligence, perseverance, depth of work | 5 |  |  |
| Setting timetables and keeping on schedule | 5 |  |  |
|  | **Planning and Execution Total (0-100):** |  |  |  |

Name of Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_

**Part B: Project Reports – Weight: 30% of Total Grade**

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Parameter** | **Weight (%)** | **Grade** |
| Charter | Task description, requirements, tests, planned Gantt | 20 |  |
| Specification and Design | Requirements specification | 10 |  |
| Architectural specification | 10 |  |
| Software design specification | 10 |  |
| User guide, programmer/maintainer guide | 10 |  |
| Testing specification, installation, usage, validation | 10 |  |
| Final Report | Theoretical background | 5 |  |
| Technical summary | 5 |  |
| Project performance | 5 |  |
| General | Solution quality and implementation method | 10 |  |
| Report attributes (structure, clarity, language) | 5 |  |
|  | **Report Total (0-100):** |  |  |

Name of Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_

**Part C: Final Presentation and Defense – Weight: 10% of Total Grade**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parameter** | **Weight (%)** | **Grade** | |
| **Student 1** | **Student 2** |
| Project background, planning stages | 20 |  |  |
| Completed system description, implementation description | 20 |  |  |
| Completed system demo | 20 |  |  |
| Presentation clarity and focus | 15 |  |  |
| Answering questions | 15 |  |  |
| Respect of allotted time | 10 |  |  |
| **Presentation Total (0-100):** | |  |  |

Name of Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_

**Form Completion Instructions**

1. Part A is to be filled out by the industrial advisors based on his or her experience with the students during the course of the project planning an execution. The parameters here are meant to serve as a guide and are not required. Some parameters will not apply to particular projects. The final grade is the one that is taken from the total line of the table. In this part, each student is given a separate, and potentially different, grade.
2. Part B is an evaluation of the project report alone. The parameters here are meant to serve as a guide and are not required. The final grade is the one that is taken from the table and is applied equally to all students in the team.
3. Part C is based on the project presentation and defense alone. Each student receives a separate, and possibly different, grade.
4. The final industrial advisor grade will be calculated using the weights shown in the form. If the advisor is not present at the defense and cannot give a grade for Part C, the weight for Part C will be added to Part B.
5. If there is more than one industrial advisor, every advisor must fill in a separate copy of this form. The final industrial advisor grade will be calculated as the average of the grades given by the advisors. All advisors must sign their completed form when done.
6. After the project defense, send a copy of the form to the department secretary by fax (####) or email (#####). The final grade for the students will be calculated by combining evaluations by the industrial advisors and the College evaluators.