

AME20213 – Spring 2009 - Technical Memo/Report Grading Sheet

Laboratory Exercise No. : _____

Memo/Report Author(s): _____

The technical document MUST follow the format described in the text that is specified for this exercise. Further, it must conform to the guidelines given in the text on writing technical memoranda, number and unit formats, and graphical presentation.

Specific Technical Writing Considerations (10 pts total):

1. All Variables/Symbols Identified in Text:	0	1
2. All Variable's Units Presented (in correct format):	0	1
3. Numerical Results Presented in Proper Format With Correct Number of Significant Digits:	0	1
4. All Figures/Tables Explained in Text:	0	1
5. Figures and Tables Correctly Presented Including Labeled Axes, Proper Captions, & Clear Markers	0	1
6. References in Proper Format and Correctly Referenced In Body of Text	0	1
7. Correct Spelling and Grammar:	0	2
8. Uncertainties for Every Measured and Predicted Value:	0	2

Quality of Writing (10 pts total):

10. Proper Format, Organization and Content:	0	3	5
11. Quality of Writing Including Ability to Clearly Communicate Ideas, Sound Reasoning, Results and Technical Details:	0	3	5

Technical Content (15 pts total):

13. Appropriate Plots (presence and quality of description):	0	3	5
14. Uncertainty Calculations:	0	3	5
15. Quantitative Comparison of Measured & Theoretical Values:	0	3	5

Quality of Technical Understanding (15 pts total):

16. Scientifically Viable Conclusions/Discussion:	0	3	5
17. Comprehension of Purpose of Laboratory Exercise:	0	3	5
18. Comprehension of Physical Principles Governing The Experiment and Measurement:	0	3	5

TOTAL POINTS: _____ /50