

NAME _____
TEAM _____

AME 324L
Memo Lab Report

Memos are to be graded by comparing their style and content with the requirements stated in this rubric.

A. Organization, Format, and Presentation (5 points)

Proper Memo format is headed as follows:

Date: 1/21/09

From: Your name *signed or initialed*

To: My name (title optional)

Re: AME 324L - (*Beam Bending Lab or whatever lab was completed*)

Deduct 0.5 point for each of the above items omitted, up to a maximum deduction of 2 points.

Full points for this heading are only awarded for a memo that shows polish and professionalism

Deduct 0.5 points for each spelling or grammar mistake, up to a maximum of 2 points.

Deduct up to 1 point for sloppy or unprofessional appearance, or inappropriate language style.

Total score out of 5: _____

COMMENTS:

B. Content (10 points)

(Statement of Objectives, Summary of Approach or Methodology, Correct use of Analysis and Equations, Correct Results Properly Presented in Tabular and Graphical Form, Discussion of Results, Concise List of Conclusions)

The first sentence(s) of the memo should state the objective of the memo.

Deduct 0.5 point if not done in first sentence.

State what your assignment was.

Deduct 1 point if the specific question answered is not clearly identified.

Describe the apparatus used, if applicable. Include a picture or graphic.

Deduct 1 point if no picture, or if no description.

Explain the approach or method used, stating the equations and how quantities were obtained.

Deduct 1 point if necessary equations are not given. Deduct 1 point if the quantities measured are not stated. Deduct up to 3 points if the method stated is wrong, 1 point if the explanation is unclear.

Present the results clearly, using a least one graphic or table (graphics usually preferred)

Deduct 2 points for each item asked for that is not provided, or 1 point if it is not presented clearly. Deduct 1 point if the graphic is not clear.

Deduct 3 points for each result given that is clearly wrong, 2 point if merely inaccurate

If applicable, compare your result with published values or theory

Deduct 1 point if not done.

Present Conclusions and/or Recommendations.

Deduct 1 point if not done

Total score out of 10: _____

COMMENTS:

Score = (A + B) = _____/15