

ENGR 4882/4892 Senior Engineering Design Notebook Evaluation Form

Student's Name _____

Team _____

Evaluator's Name _____

Notebook cover has:

What	Yes	No
Notebook Owner's Name		
Notebook Owner's phone number		
Project Title		
Up to Date Table of Contents		

Notebook contents:

Metric	Score				
Evidence of technical work	1	2	3	4	5
Evidence of customer awareness	1	2	3	4	5
Evidence of information search (search topics, contact info.)	1	2	3	4	5
Evidence of following a design process	1	2	3	4	5
Entries include sketches, visual descriptions of design options	1	2	3	4	5
Entries for individual work	1	2	3	4	5
Entries for group work / All members present at group meeting recorded	1	2	3	4	5
Entries are complete (i.e. cross-referring materials outside section)	1	2	3	4	5
All new entries have a title	1	2	3	4	5
All entries dated, chronological order	1	2	3	4	5
All page numbered	1	2	3	4	5
All entries in ink	1	2	3	4	5
All entries readable	1	2	3	4	5
Volume (approximately 5-10 pages/week)	1	2	3	4	5
Notebook is kept up-to-date to the time review	1	2	3	4	5
Writing clear enough for someone else to replicate project	1	2	3	4	5
Incorrect data crossed out (No erasure, scratch out, or use of whiteout)	1	2	3	4	5
Glue/tape relevant loose paper(s) into notebook	1	2	3	4	5
"X" out or crosshatch all white space and initial and date	1	2	3	4	5

Notebook rating:

Circle one number for each metric.

For the numerical rating, 1 = below average, 3 = average, 5 = above average.

All cannot be above average.

Comments