## Rubric for Project 1 Report 2

<table>
<thead>
<tr>
<th>Pts</th>
<th>Engr Memo (&lt; 40%)</th>
<th>Sketch (&lt;5%)</th>
<th>Gantt Chart(s) (&lt;10%)</th>
<th>UDesign Printouts (&lt;5%)</th>
<th>Drawings (&lt;30%)</th>
<th>Assembly (&lt;10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100</td>
<td>Appendix includes hand or machine-drawn sketch as necessary to describe device. Sketch is complete, correct, and neat.</td>
<td>Appendix includes Gantt Chart(s) showing estimated and actual shop times.</td>
<td>Appendix includes printed pages from UDesign showing Customers, Wants, Metrics, and Concept Selection.</td>
<td>Appendix includes an attached drawing package (3-D isometric assembly with appropriate notes, 2-D layout with a material list identifying each part manufactured and/or purchased along with required notes for any special assembly requirements, and the standard detail engineering drawing of each machined part). Drawings are complete, correct, and neat.</td>
<td>Assembly is absolutely defined by the drawing package. (An evaluation will be performed by Art Baecel, after the parts are finished, to see if parts were made to specifications.)</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
<td>Appendix includes hand or machine-drawn sketch as necessary to describe device. Sketch is complete, correct, and neat.</td>
<td>Appendix includes Gantt Chart(s) showing some relevant times.</td>
<td>Appendix includes printed pages from UDesign showing Customers, Wants, and Metrics.</td>
<td>Appendix includes required drawings. Drawings are incomplete, but correct and neat.</td>
<td>Assembly is essentially defined by the drawing package.</td>
</tr>
<tr>
<td>C</td>
<td>75</td>
<td>Appendix includes hand or machine-drawn sketch as necessary to describe device. Sketch is incomplete, but correct and neat.</td>
<td>Appendix includes Gantt Chart(s) showing some relevant times.</td>
<td>Printed pages from UDesign are included showing Customers, and Wants.</td>
<td>Appendix includes required drawings. Drawings are incomplete, incorrect and messy.</td>
<td>Assembly is somewhat defined by the drawing package.</td>
</tr>
<tr>
<td>D</td>
<td>65</td>
<td>Attached is a hand or machine-drawn sketch that fails to describe the device. Sketch is incomplete, incorrect and messy.</td>
<td>Appendix includes Gantt Chart(s) showing some irrelevant times.</td>
<td>Printed pages from UDesign are included showing UDesign template values.</td>
<td>Attached are drawings that fail to describe the device. Drawings are incomplete, incorrect and messy.</td>
<td>Assembly is not defined by the drawing package.</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

---

**A 100 Memo** conforms to required format (includes To, From, Date, Subject, and embedded narrative context), is organized, and demonstrates competent mastery of subject matter. It includes purpose and rationale for the device by referring to a sketch, explanation and justification of fabrication processes used, and a discussion about estimated and actual shop times. Reflective summary paragraph explains important points learned from the assignment. Memo is grammatically correct, containing few if any typing errors. All relevant aspects of memo are fully supported by accompanying documentation presented in appendices. Appendices are concise, complete, and capable of standing on their own.

**Appendix** includes hand or machine-drawn sketch as necessary to describe device. Sketch is complete, correct, and neat.

**Gantt Chart(s)** showing estimated and actual shop times.

**UDesign Printouts** showing Customers, Wants, Metrics, and Concept Selection.

**Assembly** is absolutely defined by the drawing package. (An evaluation will be performed by Art Baecel, after the parts are finished, to see if parts were made to specifications.)

---

**B 85 Memo** conforms to required format (includes To, From, Date, Subject, and embedded narrative context), is organized, and demonstrates competent mastery of subject matter, and includes required elements. Memo contains some grammatical and typing errors. Memo is substantially supported by accompanying documentation presented in appendices. Appendices are concise, but may be incomplete, and incapable of standing on their own.

**Appendix** includes hand or machine-drawn sketch as necessary to describe device. Sketch is incomplete, but correct and neat.

**Gantt Chart(s)** showing some relevant times.

**UDesign Printouts** showing Customers, Wants, and Metrics.

**Assembly** is essentially defined by the drawing package.

---

**C 75 Memo** conforms to required format, is not well organized, but demonstrates adequate mastery of subject matter, and includes required elements. Memo contains numerous grammatical and typing errors. Memo is not fully supported by accompanying documentation presented in appendices. If present, appendices are not concise, complete, or able to stand on their own.

**Appendix** includes hand or machine-drawn sketch as necessary to describe device. Sketch is incomplete, but correct and neat.

**Gantt Chart(s)** showing some relevant times.

**UDesign Printouts** are included showing Customers, and Wants.

**Assembly** is somewhat defined by the drawing package.

---

**D 65 Memo** conforms to required format, is not well organized, does not demonstrate adequate mastery of subject matter, and lacks required elements. Memo contains numerous grammatical and typing errors. Memo is not fully supported by accompanying documentation presented in appendices. If present, appendices are not concise, complete, or able to stand on their own.

**Attached** is a hand or machine-drawn sketch that fails to describe the device. Sketch is incomplete, incorrect and messy.

**Gantt Chart(s)** showing some irrelevant times.

**UDesign Printouts** are included showing UDesign template values.

**Assembly** is not defined by the drawing package.

---

**F 0 Memo** does not conform to required format, is poorly organized, does not demonstrate adequate mastery of subject matter, and lacks required elements. Memo contains numerous grammatical and typing errors. Memo is not fully supported by accompanying documentation presented in appendices. If present, appendices are not concise, complete, or able to stand on their own.

**None**

**None**

**None**

**None**

**None**