

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**