AME 324L  
PRE-LAB

Memos are to be graded according to this rubric

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

Proper Memo format is headed as follows:

Date: 1/21/09
From: My 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 (5 points)

The first sentence(s) of the memo should state the objective of the memo. (If there are multiple questions the first sentence of each section can state the question)

Deduct 0.5 point if not done in first sentence, 1 point if not done at all.

Answer the topics clearly (A non-engineer should be able to understand them)

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

State the necessary equations

Deduct 1 point if necessary equations are not given.

Provide clear pictures or graphs if needed

Deduct 2 points for incorrect pictures or graphs. Deduct 1 point for poor presentation.

Total score out of 5: __________
COMMENTS:

Score = (A + B) = ____________/10