

Form 2: Evaluations of Written Report(s)

Course: _____

Professor: _____

Level of students (please circle)

Freshman Sophomore Junior Senior Graduate

In relation to your expectations for students at this level in their program, please rank the written report(s) from 1 to 5 (1 the lowest and 5 the highest), with consideration to the following components:

Organization:

Well-organized report(s) with logical sequence; Clear statement of problem, objective, procedures, results and recommendations (as appropriate); effective use of headings and subheadings

1 2 3 4 5

Strong aspects: _____

Weak aspects: _____

Clarity:

Clear conveyance of technical content; effective visual aids, appropriate style; effective sentence and paragraph structure; correct grammar

1 2 3 4 5

Strong aspects: _____

Weak aspects: _____

Professionalism:

High-quality professional report(s), with consideration to technical content, graphical aids, written communication, and overall presentation;

1 2 3 4 5

Strong aspects: _____

Weak aspects: _____

Recommendations and General Comments:

Suggested criteria for student performance

1 = Very poor quality - completely unacceptable for this level

2 = Weak - not really acceptable for this level

3 = Average - Marginally acceptable for this level; not appropriate for off-campus settings

4 = Very good - very good quality in regards to on-campus and off-campus settings

5 = Outstanding - top quality presentation for all settings