

Date: 18 December 19__
To: M_____
From: Prof. Rick Vaz
Re: Evaluation

Projects are very different than courses in many ways, and this difference becomes most apparent when the time comes to assign a grade. Unlike a course, there are no tests or other such traditional assignments. I've found over the years that this can often lead to surprises and misunderstandings. In an effort to avoid these situations, I have attempted to give you explicit feedback, both in the form of grades for oral and written work early in the term (to give you an idea of my expectations), and in the form of detailed critiques and revisions of your written and oral work. It is my hope that this feedback provided you with some idea of the level and quality of effort I expect.

The grade for a project reflects many things, including the **process** and the **product**. By process, I refer to such things as the effort you expended; the cooperation and conscientiousness with which you interacted with your partners, your liaisons, and me; and your creativity, critical thinking, and analytic skills. By product, I refer to the quality of your oral and written work (your own work, not the result of my corrections and suggestions); the overall attention to detail and thoroughness in your work; and the usefulness and validity of the results and recommendations provided to your sponsors. These things are difficult to assess using traditional grades, but nonetheless that is what I must try to do.

You have earned a grade of B for your IQP. This grade signifies good or very good work. I'd like to take this opportunity to elaborate on my impressions of your accomplishments and contributions, and talk about how the project could have been better.

I consider your **level of effort** in this project to have been very good. Throughout the entire term, your team consistently put in an honest effort. I think that you sometimes felt a little overwhelmed, and I'm glad you never gave up. I think your persistence paid off. I know it did in the area of giving presentations.

I found the **quality** of your team's work in this project to have been inconsistent. Some of your ideas and work were excellent, but sometimes I was disappointed in what I saw in your writing or heard in a meeting. But one thing which makes me feel good about this project is that I saw an overall improvement over the term in just about all aspects of your work. You got much better at conducting meetings, at giving presentations, and at explaining your ideas on paper.

The final products--the report, the guide, and the recommendations you have developed--are good and should be useful to _____. This project involved a lot of interrelated issues, and I think you all understood them well enough to put together something that will be actually used.

M____: I was very positively impressed with your effort and attitude in this project. I know that the team situation was difficult sometimes, and I know that you could have very easily gotten discouraged. I know that you in particular put in a lot of time, and I think it's made a big difference in the quality of the report. I'm glad you didn't give up on yourself, and I hope this was a good enough experience to make you look forward to doing an MQP, at least a little. I think you learned a LOT, and I hope that you have many pleasant memories of this project. It's been good to work together and to get to know each other a little better, too. I will see you around campus; take care.