PAPER FORMAT
Students were provided the attached sample report as a model for structuring their papers. Each report should include:

I. Cover/Title Page
II. Abstract
III. Table of Contents
IV. List of Figures and Tables
V. Introduction
VI. Summary of Previous Work
VII. Hardware, Software and Mechanical Design, if applicable
VIII. Conclusions and Future Work
IX. References and/or Bibliography
X. Required appendices:
   Appendix A: Abbreviations;
   Appendix B: Budget;
   Appendix C: different versions of the timeline and deliverables document;
XI. Optional appendices:
   Other appendices, as needed

JUDGING CRITERIA
Please provide scores for each question on the next page. Use the scale 1-10, where

1 - does not meet basic expectations  4 - below average  8 - above average
2 - barely meets basic expectations  6 - average  10 - exceptional

Please include any typed comments at the end of this document.
Please evaluate each of the sub-categories below on the scale 1-10 and type comments at the end of this document.

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Context and Content</td>
<td></td>
<td>Organization and Development</td>
<td></td>
</tr>
<tr>
<td>Consider the following factors:</td>
<td></td>
<td>Consider the following factors:</td>
<td></td>
</tr>
<tr>
<td>• Concise, fully developed message</td>
<td></td>
<td>• Content organized in a coherent manner</td>
<td></td>
</tr>
<tr>
<td>• Message is clear to any audience, not just engineers</td>
<td></td>
<td>• Compliant with sample paper format</td>
<td></td>
</tr>
<tr>
<td>• Convinces and informs the reader</td>
<td></td>
<td>• Inclusive and accurate table of contents</td>
<td></td>
</tr>
<tr>
<td>• Analyzes, explores, and summarizes the topic</td>
<td></td>
<td>• Concise, informative abstract</td>
<td></td>
</tr>
<tr>
<td>• Originality of ideas, experimental procedures, processes, results, or conclusions</td>
<td></td>
<td>• Succinct introduction</td>
<td></td>
</tr>
<tr>
<td>• Quality and level of technical content</td>
<td></td>
<td>• Logical development and analytical treatment in the body</td>
<td></td>
</tr>
<tr>
<td>• Factual and technical accuracy</td>
<td></td>
<td>• Comprehensive conclusion and clear summary of future work</td>
<td></td>
</tr>
<tr>
<td>Grammar and Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider the following factors:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Grammar and spelling</td>
<td></td>
<td>• Usage of figures and tables</td>
<td></td>
</tr>
<tr>
<td>• Paragraph and sentence structure</td>
<td></td>
<td>• Usage of references, citations, appendices, and acknowledgments</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Clearly defined and explained individual project roles</td>
<td></td>
</tr>
</tbody>
</table>

**Category**

- **INFORMATION GATHERING**: (information has been identified and obtained to support design process and design decisions)
  - Please consider sources used, quality of information gathered, and frequency of re-visiting
- **PROBLEM DEFINITION**: (the system, component, or process has been designed to meet client needs within realistic constraints, such as economic, environmental, social, political, ethical, health and safety, manufacturability and sustainability)
- **IDEA GENERATION**: (new ideas and concepts have been considered in development of design)
- **DESIGN QUALITY #1 – theory and equations**: (mathematics, science and engineering theory and equations have been properly used)
  - Please consider quality, completeness and results
- **DESIGN QUALITY #2 - tools**: (modern techniques and engineering tools have been used)
  - Please consider quality, completeness and results
- **EVALUATION**: (appropriate methods and tools have been used to determine how well concepts meet requirements: design and conducting of experiments, analysis, interpretation and validation of test results)
- **ETHICAL DISCUSSION**: (ethical aspects have been considered during the course of the project and discussed in the report)
- **BREADTH OF EDUCATION**: (impact of engineering solutions in a global, economic, environmental and/or societal context has been discussed)
- **CONTEMPORARY ISSUES**: (report reflects knowledge of contemporary issues)
- **LIFE-LONG LEARNING**: (report shows recognition of the need to “stay current” with the emerging technologies and engage in life-long learning)
- **MULTIDISCIPLINARY ASPECT**: (report shows recognition of the need for multidisciplinary interaction, or discusses the multidisciplinary aspect of the project)
- **COMMUNICATION**: (written report effectively communicates design process and results to clients)

**OVERALL EVALUATION**