

STUDENT NAME _____
MID-TERM REPORT EVALUATION

(1) Technical component:

Advisor _____
Name of Advisor

Executive Summary _____
5 points maximum; should succinctly state objective and technical approach of project suitable for a person outside the class.

Introduction _____
5 points maximum; should present the basic problem to be solved and relevant background.

Methodology _____
10 points maximum; should describe in detail how the design task is to be accomplished. This should be the longest section and should include references as appropriate.

Progress _____
5 points maximum; should describe the current status of the project using the milestones and timetable in the proposal.

Conclusions _____
5 points maximum; should summarize the report with particular emphasis on what remains to be completed.

Modifications _____
10 points maximum; should describe any technical changes in the project or changes in the timetable/scope of work since the proposal was submitted.

(2) Communications component

Organization _____
Letter grade only; was the order appropriate, i.e., executive summary first, etc.

Comprehension _____
Letter grade only; can the reader understand what is proposed?

Grammar _____
Letter grade only