

STUDENT NAME _____

MID-TERM REPORT EVALUATION

(1) Technical component:

Advisor _____

Name of Advisor

Executive Summary _____

5 points maximum; should succinctly state describe the project and its goals suitable for a person outside the class.

Introduction _____

15 points maximum; should present the basic problem to be solved and relevant background.

Methodology _____

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

Progress _____

15 points maximum; should describe what has been accomplished so far. How well does your hardware, software or algorithm work?

Discussion & Conclusions _____

10 points maximum; should describe what remains to be completed, and any technical changes in the project or changes in the timetable/scope of work since the proposal was submitted. This is where you can present a modified schedule.

(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

