

Checklist for a MECH4240/4250 Review SEMESTER: _____

TEAM NAME: _____ CORP: _____ MANAGER/SE: _____ SCRIBE: _____

INDUSTRIAL SPONSOR: _____ TECHNICAL ADVISOR: _____ REPORT GRADER: _____

Task	MIDTERM4240	FINAL4240	FINAL4250
A <u>date and time is established</u> for the review and acceptable to all reviewers (sponsor, technical advisors, and overlord/teaching assistant) and scheduled on CANVAS.	Date: _____ Time: _____	Date: _____ Time: _____	Date: _____ Time: _____
A room for the review is reserved through Kathy Dowdell in the main office (844-4820). Sponsor and tech. advisor are informed, and this information is also posted by manager on CANVAS.	Room: _____	Room: _____	Room: _____
Sponsor(s) have been provided a <u>parking pass</u> (see Kathy Dowdell) if needed, and have received <u>directions to parking lot and room</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Notebook/ <u>1 Report Hardcopy/CODs/1 Hardcopy of Powerpoint</u> is ready for grading and <u>delivered by manager to Overlord or Teaching Assistant or Designate at the review</u> . Teaching Assistant or Overlord or designate immediately gives report to Report Grader. Teaching Assistant or Overlord grade design notebook. Teaching Assistant or Overload or designate brings to the review all the evaluation forms*, and distributes the evaluation forms. Powerpoint can be black and white, 1 or 2 or 4 slides per page. Report can be black and white.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager delivers at the review a number of additional <u>hardcopies</u> of reports and Powerpoints that industrial sponsor and technical advisor require.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager uploads report pdf into CANVAS BEFORE the Review presentation .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager completes and uploads peer review 0 - 24 hours BEFORE the Review presentation .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All students are <u>professionally dressed</u> (this requirement is relaxed for prototype demonstrations at end of semester 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grades: Sponsor/Oral Comm Rubric/Report/Design Notebook	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

*Evaluation forms are on course website and include: Grade Form for Industrial Sponsor, Oral Communication Rubric, Report Writing Rubric, and Questionnaire for Sponsor