GRADING GUIDELINES

MIM 1500 Capstone Design Course
MIM 702 Capstone Design 2
Spring, 2003, Summer 2003, Spring 2004

COURSE COORDINATOR: Professor G. Kowalski,
205 SN
(617) 373-2971
gkowal@coe.neu.edu

WEBSITE: http://www.coe.neu.edu/Groups/mimecap

Grade Allocations:

<table>
<thead>
<tr>
<th>Items</th>
<th>First Course (%)</th>
<th>Second Course (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design (Communication)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State-of-the-art Report</td>
<td>20</td>
<td>15 (1-A)</td>
</tr>
<tr>
<td>Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Final Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design (1-B)</td>
<td>45</td>
<td>35</td>
</tr>
<tr>
<td>Project Management</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly Prog. Rep.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Homework, attendance</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Active Class Involvement</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

(1-A) - Documentation (Report, presentations) Presentations are graded by all faculty members involved in the course. In the first course the course coordinator grades the project report. The project advisor and the technical writing consultant grade written reports in the second course.

(1-B) – First Quarter: Has the team successfully completed the reverse/reengineering project? Did the project include accurate numerical analysis? Did the project include an adequate critical evaluation of the project that exhibited sound engineering judgement? Did the critical evaluation include environmental, safety and societal concerns?

Second Quarter: Has the team completed a design on paper that is credible? (Completed drawings, necessary analysis {including costs, environmental impact, safety & societal concerns}, bill of materials, responsiveness to design review process, etc) The project advisor gives this grade. Successful implementation of project management
reporting and use. The project management instructor gives this grade. Do the final results work? The final results are either the process design or the prototype.

Grading Factors:

- Attendance is required at team, advisor and class meetings (with active participation)
- Work submitted late will not be accepted.
- Each student is expected to maintain a Design or project Notebook during the second course. This book should be kept in a permanently, bound type of notebook and will be reviewed by the course coordinator. The notebook should be submitted to the course coordinator with the final report. All notebooks will be returned to the students at the end of the quarter.
- Grade Differential within a Group. The Design Advisor will determine a component of the grade differentials within a given group. This grade differential component will be determined by the relative contributions of the individual group members.

- Constructive Course Participation (CCP): The success of engineering design activities depends on the CONSTRUCTIVE participation of all team members. To reflect this reality, 10% of the grade is reserved for CCP. CCP includes such considerations as:
  1. Coming to class and team meetings promptly,
  2. Participating constructively to the team activities,
  3. Being part of the SOLUTIONS with a can-do attitude,
  4. Returning items that are due – on time,

The final grades will be reviewed at a meeting of all design advisors to insure uniformity and fairness to all students involved in the course. This procedure has been successfully used in the past. The course coordinator and the faculty advisors grade all oral presentations.