

Engineering Notebook Rubric**Check Number** _____

Topics	5 points	4 points	3 points	2 point	1 point
Organization	Notebook entries are dated in chronological order, pages are numbered, and table of contents is filled out.	Parts of the notebook show organization; however, some entries are out of order.	Parts are organized, but entries are out of order, and table of contents is missing projects or page numbers.	Notebook is sloppy or haphazardly organized. Table of contents or page numbers are missing.	No entries have been made since last check, table of contents, entry dates, or page numbers are missing.
Daily Entries	Details of information gathered and work accomplished for each day are entered.	Notebook is missing 1 daily entry.	Notebook is missing 2-3 entries.	Notebook is missing 4-5 entries.	Notebook is missing 6 or more entries.
Content	Notebook entries are sufficiently descriptive to completely recreate the daily accomplishment (answers Daily questions).	Most information is detailed; however, important details are missing to complete the task.	Notebook entries are insufficiently descriptive and do not discuss the day's accomplishment.	Notebook entries were created but do not describe what was learned or accomplished (daily questions not answered).	No entries have been added since last check.
Inserts	Inserts are cut to size, labeled, and neatly taped or glued into the notebook on all sides and do not hang out on the sides.	Inserts are cut to size, and neatly taped or glued into the notebook on all sides and do not hang out on the sides, but not labeled	Inserts are cut to size and taped but not securely taped or glues on all sides.	Inserts are not cut to size, attached but hanging out of the side of the notebook.	Inserts are just folded and placed into notebook not securely attached.
Drawings and Sketches	Notebook contains labeled sketches and drawings on graph paper that are related to the topic and express what will be created	Notebook contains sketches and drawings on graph paper that are related to the topic but not labeled.	Sketches are drawn explaining the topic but are poorly done and not on graph paper.	Quantity of sketches and drawings is insufficient to explain the topic and are not labeled.	Sketches are not used where necessary or missing completely.

Final Grade: Total Points _____ **x 4 =**Daily Questions Answered in each Notebook Entry:

1. What did we do today?
2. What new topic/idea did you learn about today? Describe this.
3. If you worked on or were introduced to a project, state the:
 - a. Problem Statement
 - b. Design Statement
 - c. Constraints (includes materials)
4. Did your design work? What went well? What didn't go well?