

**College of Engineering and Mineral Resources**  
**Department of Mining Engineering**  
**Undergraduate Program**

**Outcomes Assessment**

**Assessment of Written Presentations for  
Senior Mine Design, Design Projects and  
Laboratory**

<b>Attribute</b>	<b>1-Not acceptable</b>	<b>2-Below expectations</b>	<b>3-Meets expectations</b>	<b>4-Exceeds expectations</b>	<b>Score</b>
Report Mechanics					
Organization	inappropriate content of most sections of report	some content in inappropriate section of report	content appropriate to all section of report	unique organization enhances readability and/or understandability of report	
Complete Story Told	no story told, very incomplete	aspects of complete story missing	complete story told	additional material enhances quality of report	
Aesthetics	unacceptable – e.g., tables and figures cannot be read/understood, fonts difficult to read	some portions are sloppy and difficulty to read	text, tables, figures readable and understandable	text, tables, figures so clear and understandable as to enhance report impact	
Format	so many format errors as to make report useless	some format errors	format followed	unique format aspects that enhance report impact	
Spelling	any spelling errors	only spelling errors are different spellings for same pronunciation	no spelling errors		
Grammar and Punctuation	too many grammar and punctuation errors	grammar and punctuation errors	only a very few grammar or punctuation errors	no grammar or punctuation errors	

Length	far too long or too short	too long or too short	appropriate length		
Content					
Cover Memo – problem stated, conclusion summarized	not present	simply says “here it is”	includes key results and recommendations	so clear and complete as to enhance impact of report	
Abstract/Executive Summary – problem stated, conclusion summarized	problem not stated, conclusion not summarized, only stated what did	problem stated somewhat, significant results not included	problem clearly stated, key results clearly stated	so clear and complete as to enhance impact of report	
Introduction – problem stated, constraints explained	problem not stated, constraints not explained, contains results/conclusions	problem stated, perhaps poorly, no or limited discussion of constraints	problem clearly stated, constraints clearly discussed	so clear and complete as to enhance impact of report	
Theoretical development – appropriate detail	no theoretical development	unclear theoretical development	clear theoretical development	so clear and complete as to enhance impact of report	
Results- presented, methodology clear, problem solved	missing results, for design report PFD and stream table not first	unclear or incomplete	clearly stated, for design report, PFD, stream table, equipment summary, utility summary all present	so clear and complete as to enhance impact of report	
Discussion – physical explanations provided	no physical explanations provided	unclear explanations, for design report, few optimizations	clear, for design report, optimizations presented and explained	so clear and complete as to enhance impact of report	
Conclusions/Recommendations – present, significance explained, no new ideas	not stated, includes ideas not already discussed in report	weak, includes ideas not already discussed in report, wishes rather than recommendations	clear, clearly follow report discussion, meaningful recommendations	so clear and complete as to enhance impact of report	
References – provided as appropriate	incorrect format, not cited in report		correct format, all cited in report		
Appendix	appendix does not contain material that should be in text, text does not contain material that should be in appendix	appropriate locations, appendix not clear and easy to follow	appropriate locations, appendix indexed, clear and easy to follow	so clear and complete as to enhance impact of report	
<b>Effective use of Software to prepare written report</b>	sloppy, format for graphs and figures not followed	poor, some format errors	appropriate, all formats followed	superior clarity, all formats followed	