

## Design Report 2 (Concept Selection) Grading Rubric [30 points total]

The following should typically take 2 hours per group, depending on the quality of work previously submitted.

**ALL comments should be made using red text and the Adobe “Fill and Sign Tool”.** Please bill full-time for the time you spend grading the reports.

### [30 pts] Selection of Design Concept

1. Critically evaluate DR2 by filling out a [Concept Selection Checklist](#). Circle **First Review** at the top. Circle or highlight mistakes and clearly write corrections and suggestions for improvement on their submitted material. **This is valuable feedback for the students, so please take time to review this material thoroughly.**
2. Fill out a [Concept Selection \(DR2\) Grade Sheet](#) by summarizing the reason(s) for each “NO” received on the (new) [Concept Selection Checklist](#). The **DR2 Grade Sheet** indicates under which category each mistake should be noted. Ask me or a senior TA any questions about which you are unsure.
3. Denote your suggested point deductions in the left hand margins of the [DR2 Grade Sheet](#). Be lenient on mistakes you did not catch during the first review of the group’s objectives and weighting factor justifications (highlight and explain the mistakes but do not assign deductions). **Issue FULL point deductions for feedback you provided that was not heeded.** Ask me or a senior TA any questions about which you are unsure.
4. Enter your suggested grade in the top right corner of the first page of the [DR2 Grade Sheet](#) (e.g. 26 / 30). Do not enter grades into the grade box on the right-hand panel. Once normalized, I will enter the grades.
5. Save the completed **Grade Sheet** with the filename “**Group\_#letter\_DR2\_Grade\_Sheet.pdf**” and upload as a comment to the group’s DR2 Canvas submission (e.g. For group 1A: “Group\_1A\_DR2\_Grade\_Sheet.pdf”). **This DR2 Grading Rubric is for your benefit only and should not be given to the students.**
6. Save the completed **Concept Selection Checklist** with the filename “**Group\_#letter\_DR2\_Checklist.pdf**” and upload as a comment to the group’s DR2 Canvas submission (e.g. For group 1A: “Group\_1A\_DR2\_Checklist.pdf”).
7. Review and grade the team members’ Meeting Minutes submissions:
  - a. Read through each member’s individual DR2 meeting minutes Canvas submissions to ensure (s)he took detailed notes corresponding to other members’ notes. (Watch for students submitting the same notes with different names, as meeting notes between group members should never be identical).
  - b. Go to each team member’s meeting minutes folder on Teams (Teams > DML Group ## > Files > Meeting Minutes) and check that the modified date for each meeting minutes document corresponds to the date for the meeting minutes. If all dates are from the same day or two, you know the student failed to fill out the meeting minutes for each meeting (as instructed) and tried to fill them out last minute for undeserved credit. **THESE ARE THE STUDENTS WE ARE TRYING TO CATCH.**
  - c. If a group member fails either of the steps noted above, please award those students -3 points on their individual Canvas meeting minutes assignment. For the students who completed the assignment correctly, please enter in 0 points for their grade on the assignment (i.e. no deduction for doing what was asked).
8. Mark the status of your grading on the [DR Grading Status Sheet](#) as well as any concerns regarding potential copying, collaboration, etc. (this is a secure document the students cannot access).
9. Try your best to complete the group’s DR2 within 72 hours so we can return it in time for students to understand how we grade this material and if necessary, modify the effort invested into DR2R.

**[-XX pts] Report Organization** (deductions for mistakes)

*Make deductions for mistakes noted on the [DR2 Grade Sheet](#). Summarize the mistake on the lines provided.*

**[+10 to -5 pts] Group Size Compensation** (compensate 3 member groups)

*Since the ideal group size is four members, this adjustment normalizes grades for groups containing three members. If you're not sure what to mark, leave this section blank and I will make the appropriate adjustment.*

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