

Meeting w professor and mentor & early portfolio check (5 pts)	
Midterm Grade (10 pts)	
Old Journals (10 pts)	
New Journals (10 pts)	
Portfolio (organization, detail, clarity) (10 pts)	
Reflection on campus events (10 pts)	
1 page summary (5 points)	
Overall project (level of difficulty, work involved, organizational skills, seeking help when you are stuck, ability to plan ahead and be disciplined, the extent to which you engaged with and influenced the public, etc.) (40 pts)	See comments below
Total (100 points)	

Timetable

- Good job listing everything!
- Good number of hours!
- Not enough hours
- You need to include the total number of hours
- Not specific enough

Summary (“What my project is about and what I accomplished”) report

- Very well done
- You could include a bit more detail
- Needs to be a bit longer
- It seems incomplete

Materials you created and pictures

- Good job!
- You should have done more advertizing for your project; there are many many ways to advertise
- Some/more pictures would be nice
- There are some good materials, but it seems like you could include more

Research

- Great job!
- Good job
- You should do more research (it could even make doing your project easier)
 - E.g. by looking into brochures, book lists, web sites, pamphlets, etc. and other projects similar to yours (there must be some, somewhere in the world)

Feedback from others

- Feedback from you classmates and/or mentor or professor not included
- Maybe you could have got some / more notes from people about your work? That could help you show off (and it’s nice to have notes from people praising you)

Correspondence

- Good job!
- You could / should have contacted more people to help you accomplish your goals

- ❑ When contacting others, especially if you want a favor from them, you should proofread your emails carefully
- ❑ It seems like some correspondence is missing

Notes

- ❑ Good job!
- ❑ You could include a bit more here
- ❑ It sounds like you had some meetings with people; some notes from these meetings would be good here.

Portfolio

- ❑ Well done
- ❑ Not in the right order
- ❑ Some parts are confusing (e.g. they need better labeling/explanations)
- ❑ See notes above for parts that are missing, etc.

Your journal (10 complete entries required)

- ❑ Very well done
- ❑ There are some really nice journal entries here
- ❑ The journal entries need to include more reflection
- ❑ Some / Most / All the journal entries need to be longer
- ❑ Some journal entries are missing
- ❑ You need to list what you've done during the week (in point form)

Reflection on two other events (including one other CE project)

- ❑ Good job!
- ❑ One / Both of these could be longer
- ❑ One / Both of these could include more reflection

One-Page Summary

- ❑ Good job!
- ❑ You could make it a bit more catchy to an outside reader
- ❑ You need to explain more clearly what you've done

Overall Project

- ❑ You got quite a lot of work done!
- ❑ You ended up doing good work, but you had a slow start and that hurt your project in the end; if you got more done in the beginning, I think you could have accomplished more.
- ❑ You did some good work, but I think you could have accomplished a bit more.
- ❑ It looks like you got stuck sometimes; you could have talked to me and to Sam more often to get some help; we would have been happy to help!