

# LOGBOOK REVIEW FORM

Engineer

Reviewer

Date

**STEP 1: Inventory your six best logbook entries and rate each one using the rubric given to the right.**

- 1 – Missing
- 2 – Incomplete, minimal long-term value to author
- 3 – Complete, clear long-term value to author
- 4 – Exemplary, considerable long-term value to others

Entry	Date	Rating (circle one)
		1 2 3 4
		1 2 3 4
		1 2 3 4
		1 2 3 4
		1 2 3 4
		1 2 3 4

**STEP 2: Self-assess your logbook in the areas below using the scales provided (*circle one*).**

**Project Management** (in the context of ME 410, consider your client to be mentors, staff, and instructors)

<b>Goals</b>	1 – missing	2 – vague	3 – multiple/divergent	4 – focused & strategic
<b>Action Items</b>	1 – missing	2 – minimal	3 – clear & sequenced	4 – tasks remove bottlenecks
<b>Team/Client Notes</b>	1 – missing	2 – minimal	3 – moderate	4 – extensive
<b>OVERALL RATING</b>	1 – insufficient	2 – sub-standard	3 – good	4 – excellent

**Design Development**

<b>Notes &amp; Analysis</b>	1 – missing	2 – sparse	3 – relevant	4 – detailed, extensive
<b>Decisions</b>	1 – missing	2 – random, sparse	3 – highlights	4 – comprehensive, justified
<b>Illustrations</b>	1 – missing	2 – unclear, messy	3 – basic w/o discussion	4 – detailed w/ discussion
<b>OVERALL RATING</b>	1 – insufficient	2 – sub-standard	3 – good	4 – excellent

**Assessment (of self & team)**

<b>Reflection</b>	1 – missing	2 – little awareness	3 – occasional	4 – regular & effective
<b>Strengths</b>	1 – missing	2 – little awareness	3 – moderate	4 – detailed knowledge
<b>Improvement</b>	1 – missing	2 – little awareness	3 – some areas cited	4 – detailed action plan
<b>OVERALL RATING</b>	1 – insufficient	2 – sub-standard	3 – good	4 – excellent

**Organization**

<b>Entries</b>	1 – insufficient	2 – on demand, sparse	3 – regular	4 – regular & spontaneous
<b>Labels</b>	1 – missing	2 – sparse & generic	3 – consistent	4 – informative
<b>Layout</b>	1 – unclear	2 – haphazard	3 – readable	4 – clear, structured, helpful
<b>OVERALL RATING</b>	1 – insufficient	2 – sub-standard	3 – good	4 – excellent

**STEP 3: Paste this form in your logbook and make an entry examining the two greatest strengths and two greatest areas for improvement in your personal documentation. State why each strength as well as each improvement adds value. Explain how you might implement each improvement.**