

# Engineering Journal Review Form

Student name \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_ /50pts

The primary purpose of an IST engineering journal is to document work performed in your IST classes that will aid you in the performance of your job duties upon completion of your college studies. It is not intended to be a study guide. Although a study guide is valuable for your learning experience, its purpose is not the same as that of the engineering journal. Assignments should be handed in, and test results filed separately from the engineering journal.

The following criteria are considered important for your engineering journal. Your documentation will be assessed in each category. Your instructor may either add to or subtract from the listed categories depending upon course demands. Along with encouraging proper content documentation, properly documenting the source of your documentation and organizing the journal in a manner that optimizes its use in solving future problems and issues are also vital to proper journaling.

## Presentation and Organization

_____/10pts	<b>Course information including</b> <ul style="list-style-type: none"> <li>• Title, syllabus, and other supporting information</li> <li>• Instructor Name and other supporting information</li> <li>• Your personal information</li> </ul>
_____/10pts	<b>Consistency and Efficiency</b> <ul style="list-style-type: none"> <li>• Chronological or topical order</li> <li>• Identification tabs</li> <li>• Table of Contents with enough detail to direct reader to specific topics</li> <li>• Ability to refer to any section of the journal to review information to solve specific problems</li> <li>• Labeling reflects logical, topical order</li> <li>• Neat and professional</li> <li>• No loose papers</li> </ul>

## Content

Engineering journal content should center on problem solving. Your classroom experiences, be they through reading, lecture, exercises, group activities, or laboratory activities, provide valuable information that you may use in future, real-life circumstances. Procedures, problems encountered, and solutions all contribute to this capability.

_____/6pts	<b>Lecture and other class notes</b> <ul style="list-style-type: none"> <li>• Summarization of pertinent information</li> <li>• Include dates of recording</li> </ul>
_____/4pts	<b>Outside materials</b> <ul style="list-style-type: none"> <li>• Sources should focus on research conducted to answer specific questions or solve particular, class work-related problems</li> <li>• Limit printing to the specific topics. Avoid printing volumes of articles</li> </ul>
_____/10pts	<b>Lab Log</b> <ul style="list-style-type: none"> <li>• Date</li> <li>• Copies of instructions</li> <li>• Purpose of the activity (in your own words) – why is the lab being conducted?</li> <li>• Process</li> <li>• Problems – include conditions under which the problem arose</li> <li>• Solutions – how was the problem solved</li> <li>• Were objectives met</li> <li>• Lessons learned</li> </ul>
_____/10pts	<b>Dictionary/Glossary</b> <ul style="list-style-type: none"> <li>• Key terms that you have researched for clarification</li> <li>• <b>Paraphrase definitions in your own words</b></li> </ul>