

MARQUETTE UNIVERSITY
Department of Civil and Environmental Engineering

CEEN 189 - Civil Engineering Design

INDIVIDUAL PROGRESS REPORTS

Each team member is required to make an individual progress report on the status of their assigned design project. Presentations will normally take place in room EN 125 during scheduled lab hours. Presentations for certain individuals on teams with 4 members will be made during lecture sessions in room EN 198.

There is a maximum time limit of 15 minutes for each individual presentation, but a practical time span of 10 minutes is suggested. Questions will be encouraged immediately following each report. Each speaker should be thoroughly prepared and take full advantage of any appropriate visual aids.

Grades will be derived through use of the attached evaluation sheet. Each student has an important role to fill, either as a speaker or member of the audience, and as a result attendance and participation are absolutely mandatory. It is also imperative that all participants be prompt and ready to proceed on time.

Log books for each team will also be inspected at this time. It is the responsibility of each speaker to make the log book available immediately preceding his/her presentation.

JA Crovetti
February, 2008

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Progress Reports – Suggested Format

1. Introduction

Assume an intelligent and reasonably informed audience, but one that is not familiar with any details of your project.

Be sure to mention your name, your team members, your mentor/client and firm (use solid tone and good pace).

Clearly indicate the site location of your project along with any pertinent boundary conditions.

Consider the use of an outline to guide the audience through your presentation

2. Progress Report - Clearly state the following (Refer to your schedule of project tasks listed in your agreement):

- What must be done
- What has been done so far
- What remains to be done
- Anything else of significance (but don't include any mention of design fees)

3. Conclusion - Summarize briefly or make a closing statement that is positive and not abrupt (i.e., don't leave the audience "hanging").

4. Questions - Answer questions directly, confidently and honestly.

REMEMBER

BE CONFIDENT, ENTHUSIASTIC, IN CONTROL & PREPARED!
USE VISUAL AIDS!

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NAME _____

GROUP _____

Time Start: _____

Time Finish: _____

Total Time: _____

APPEARANCE (5 points)

Was the speaker's appearance appropriate? _____

ORGANIZATION (10 points)

Was the sequence of the presentation logical?

Did the speaker avoid unnecessary repetition?

Was the presentation well balanced in relationship to technical and non-technical aspects?

Was the manner of presentation clear and understandable?

Was the time used effectively? _____

DELIVERY (10 points)

Was the speaker well prepared?

Did the speaker avoid distracting movements and noises?

Did the speaker use an appropriate rate, tone, and volume of speaking voice?

Were there sufficient and appropriate visual aids?

Did the speakers maintain eye contact with the audience? _____

TECHNICAL ASPECTS (15 points)

Was sufficient technical knowledge demonstrated?

Was proper engineering design practice evident?

Was evidence of sufficient background research present? _____

ANSWER TO QUESTIONS (10 points)

Was there a significant number of questions?

Were answers clear and convincing?

Did the speaker exhibit a sense of confidence? _____

TOTAL (50 points) _____

Name of Evaluator _____

Date _____