MIME CAPSTONE ASSESSMENT MEMO
For students completing ME/IE 497-98 in Winter 2011

To assess your growth as an engineering communicator and team member during MIME Senior Project, and to aid us in future course planning, write a formal memo (1–2 typed pages, single-spaced) responding to the questions posed below.

There are, of course, no “correct” answers to these questions. Rather, memo evaluation will be based on how fully and thoughtfully the questions are addressed and on the quality, concision, and professionalism of your written expression. For a formal memo, flawless grammar, spelling, and punctuation are assumed.

To further encourage your candid responses to these questions, please direct your memo to Tracy Ann Robinson. She will share your comments with the course instructors only AFTER grades are in.

Assignment due at 4 pm on Monday, March 14, in Dearborn 102

1. Written and oral communication skills
   This course provided many opportunities to expand your repertoire of engineering communication skills—and, perhaps more importantly, to refine your existing skills. Using the Writer’s Personal Profile you completed at the start of fall term as a baseline reference (remember that? We hope you’ve kept a copy on file as requested), discuss the ways you have matured as an engineering communicator during the past two terms. What progress have you made in the goals you set in your WPP and/or in other areas? Have you tried any new strategies for working on your communication skills during this course, and if so, which ones worked best? Did the level of feedback you received on your reports and presentations during this course support your growth as a writer and speaker? If not, what kinds of feedback would have been more helpful, and at what points in the course would the additional feedback have been most beneficial?

2. Collaborative skills
   Assess the collaborative aspect of your project experience by addressing the following questions:
   - How have your skills as a project team member and collaborative report writer improved during MIME Senior Project?
   - Name some of the challenges you encountered in any aspect of completing this collaborative design project. Were you successful in overcoming these obstacles? If so, what strategies helped you to do so?
   - Comment on the experience of drawing up a team charter. Regardless of whether your project group ever had occasion to refer back to that document or needed to use it as an “enforcement” tool, consider whether the process of creating the charter was beneficial in terms of helping set the tone for team collaboration or allowing you to preemptively address potential sources of conflict within the group.

3. Beyond MIME Senior Project
   Based on what you have learned in MIME Senior Design about yourself and about your current strengths and limitations as a practicing engineer, what two or three goals would you set as important “next steps” in your professional development? (Please be concrete and specific in your response. This question is included as much for your benefit as for ours.)

4. Feedback and suggestions for course improvement
   If you have any, we’d like to hear them.