

**ME 481/482 Mechanical Engineering Project I/II**  
**Industrial Advisor Evaluation**

*To the students: The team is to email a softcopy of this form to their Industrial Advisor prior to the ME 481/482 prior to the completion of both semesters (and copy the instructor in that email). The Industrial Advisor is to complete this form and send it to the students.*

To the advisors: On behalf of the faculty in the University of Portland, School of Engineering, thank you for your time, effort, and expertise you shared with us and the team in helping them with their senior project. We would appreciate a few more minutes of your time providing feedback, you may use the form below or provide any comments you feel appropriate. If you wish to provide additional feedback directly to the instructor, please feel free to do so. Fall semester (ME481): Dr. Lulay at: lulay@up.edu and Spring semester (ME482) Dr. Khan at khan@up.edu  
Thank you.

Project: \_\_\_\_\_ Your name: \_\_\_\_\_ Date \_\_\_\_\_

To what extent and how well did the team involve you in the project? How familiar do you believe you are with their project?

*1 = almost no knowledge or involvement; 2 = some familiarity/involvement;*

*3 = good understanding/involvement; 4 = relatively in-depth understanding/involvement.*

Did the team keep you informed appropriately?

Did they ask for your help?

Do you know of anyone else who would like to be an Industrial Advisor? Although preferred, they do not need to be practicing engineers, but they do need to have technical expertise. If you know of someone, please provide us contact information and their expertise – or have them contact us (khan@up.edu, lulay@up.edu).

***More questions on next page***

Please score each of the following questions accordingly:

*0 = very poor; 1 = inadequate; 2 = adequate; 3 = very good; 4 = excellent; N/A = not able to observe sufficiently*

|  | Score | Comments |
|--|-------|----------|
| How well did they respond to your questions and how well did they listen to you?   |       |          |
| How well did they function as a team? Did they communicate well amongst themselves and with you? Did they seem to function well together?  |       |          |
| Did their project seem to have clear and reasonable goals? Was it clear to you what they were trying to accomplish?  |       |          |
| How well did they follow the design process of defining a problem, establishing criteria, evaluating alternatives, and applying necessary tools (testing, analysis, etc.) to complete the design?                                    |       |          |
| How well did they stay on schedule? Did they seem to make consistent progress, or did they wait until the end was near before significant progress was made?   |       |          |
| How would you rate their planning? How well did they understand what tasks needed to be completed? Did they allow sufficient time for specific tasks? Did they have a “back up” plan in case a critical task could not be completed? |       |          |
| How would you rate the overall technical skills they demonstrated on this project?   |       |          |
| How would you rate their final product? Did it meet its goals well?  |       |          |

If there is an individual (or individuals) about whom you would like to provide additional comments, please comment here (positive or negative):

Any additional comments: