CE 104 Fall 2008
Field Trip Report: 40 points Total
Due Date for Both Field Trip Dates: November 5, 2008

Background:

We will have an opportunity to visit EFCO, the acknowledged world leader in concrete forming technology.

EFCO's innovative, high quality forming products are manufactured and distributed through strategically located manufacturing facilities and distribution warehouses throughout the world. The main plant is located at the site of EFCO's home office in Des Moines, Iowa.

Task:

Write a technical report on the EFCO site visit.

Include:

- Introduction – purpose of your document
- Background information –
    o What does EFCO do?
    o Provide background information on EFCO
    o What might a civil engineer at EFCO do?
- Site visit summary –
    o Explain your experience, what did you do?
    o Identify new things you learned
    o Identify misperceptions you had
- Conclusion – brief summary and closing remarks
- Other sections may be included.
- Cite all references used.

Format:

Use headings to separate sections of the report. The document must be word-processed and not exceed 3 pages in length. Type the document in single-space and 12-point font.

Place your name and date in the upper right hand corner of the first page (even if you have a title page)

Include (cut and paste) the grading rubric (evaluation sheet) at the end of your report.

Submit via WebCT by the 5th of November.

Name_____ Class_____ Date_____

The following to be completed by grader:

Category	%	Points	Excellent	Acceptable	Fair	Unacceptable	Overall Assessment
CONTENT:	60%		All required and appropriate supporting information is presented.	All required information is presented.	Some required information is included.	Required information is not included.	
Introduction		0-2					
Background		0-10					
Site Summary		0-10					
Conclusion		0-2					
ORGANI-ZATION:	20%	0-8	Info. is well organized, very usable and easily read.	Most ideas are presented logically.	Arguments and presenta-tion are out of order.	No sense of logic.	
GRAMMAR, SPELLING, ETC.:	20%	0-8	No recognized errors.	Very minimal errors.	Contains errors that distract from the document.	Substantial errors that make the document difficult to read.	