

The journal ideally should be a bound notebook (coiled notebook is also sufficient, but a bound notebook is best)

The journal entries must include the following

- Date and title of project on every page
- Day by day record of the progress made on the project or assignment including design ideas, labelled drawings including measurements
- If a design needs to be modified from the original design there must be an explanation. Someone not familiar with the project should be able to read your entries and understand what you were doing, why you chose that design and why the design had to be modified
- Photographs and neatly labelled diagrams are an essential part of any project design and write-up.

Journal Marking Rubric

Score	Description
10	The journal is up to date and the majority of entries are complete, detailed and well written. Any diagrams are neat and where needed, parts or sections are labelled.
5	Entries are up to date, generally complete, but lacking in details. Any diagrams are generally neat but may not be clearly labelled.
0	Journal entries are not up to date, or not very well detailed, sketches or diagrams of designs are either missing or poorly presented. Details in the diagrams are missing or not labelled.