Rubric for Final Written Report

Level of Achievement			
Criteria	**4** **Exemplary**	**2** **Satisfactory**	**0** **Unacceptable**
Content			
Depth of Content	An accurate and complete explanation of key concepts and theories is made, drawing on relevant literature. Enough detail is presented to allow the reader to understand the content and make judgments about it. In addition, applications of theory are included to illuminate issues. Readers gain insights.	An accurate and complete explanation of key concepts and theories is made, drawing on relevant literature. Enough detail is presented to allow the reader to understand the content and make judgments about it.	The explanation is sufficiently inaccurate, incomplete, or confusing that the reader gains little information from the report. It appears that little attempt has been made to help the reader understand the material.
Accuracy of Content	Information (names, facts, etc.) included in the report is consistently accurate.	With some minor exceptions, the information (names, facts, etc.) included in the report is accurate.	The information in the report is incorrect or unclear to the point of being misleading.
Sensitivity to Audience			
Clarity of Purpose	The project's objectives are clearly stated. The motivation for pursuing the project and its relevance are clearly and persuasively established by relating the project to current engineering problems.	The project's objectives are presented. The motivation for pursuing the project and its relevance are addressed. The discussion is reasonably clear but not compelling.	The project's objectives are missing or incomplete. There is little or no discussion of motivation or relevance. The reader is confused about the nature of the project and why it was undertaken.
Organization	The report is organized following the standard research reporting protocol (abstract, motivation, methods, results, analysis, conclusions). The executive summary or abstract is presented first, enabling the reader to easily follow the rest of the report.	The key elements of the standard research reporting protocol are present, but they may be structured in a nonstandard manner. Within sections, the order in which ideas are presented may be occasionally confusing.	The key elements of the standard research reporting protocol are not present. There is no apparent ordering of paragraphs, and thus there is no progressive flow of ideas.

Tone	The report is written with an objective tone. The full range of interpretations of results is presented. The reports and research findings of others are referred to neutrally without attacking the authors' opinions.	The report is primarily objective and neutral in tone, and a variety of interpretations of results is presented. Any subjectivity is minor, and any failure to acknowledge the work of others seems to be an oversight.	Little attempt is made to acknowledge the work of others. Subjectivity and bias are noticeable in the limited interpretation of results. It appears as though the writer decided on conclusions before the data were collected and analyzed, or that the writer may have a vested interest in a particular interpretation.
Depth of Analysis	Results are carefully and objectively analyzed. Interpretations are made using appropriate equations, models, or theories.	Engineering analysis is detailed enough to aid understanding but is not enhanced with equations, models, or theories.	Engineering analysis is so sketchy and inadequate that the reader is not able to evaluate the validity of the interpretation of findings.
Professional Style			
Ability to define terms and jargon	Engineering terms and jargon are used correctly. They are defined the first time they are used in the report.	For the most part, terms and jargon are used correctly with some attempt to define them.	There is an overuse of jargon and technical terms without adequate explanation of their meaning.
Use of Language: Word Choice, Grammar, and Sentence Structure	Sentences are complete and grammatical, and they flow together easily. Words are chosen for their precise meaning.	For the most part, sentences are complete and grammatical, and they flow together easily. Any errors are minor and do not distract the reader. Repetition of the same words and phrases is avoided.	Errors in sentence structure and grammar are frequent enough that they distract the reader and interfere with meaning. There is unnecessary repetition of the same words and phrases.
Use of Figures: Graphs, Charts, & Drawings	All figures, graphs, charts, and drawings are accurate, consistent with the text, and of good quality. They enhance understanding of the text. All are labeled correctly in accordance with engineering standards and are referred to in the text.	For the most part, figures, graphs, charts, and drawings are accurate, consistent with the text, and of good quality. They are generally labeled correctly in accordance with engineering standards. All are referred to in the text.	Figures, graphs, charts, and drawings are of poor quality, have numerous inaccuracies and mislabeling, or may be missing. There may be no corresponding explanatory text or there may be redundancy with the text.

Use of References	Prior work is acknowledged by referring to sources for theories, assumptions, quotations, and findings. References are exact with author, journal, volume number, page number, and year.	With an occasional oversight, prior work is acknowledged by referring to sources for theories, assumptions, quotations, and findings. With some minor exceptions, references are exact with author, journal, volume number, page number, and year.	Little attempt is made to acknowledge the work of others. Most references that are included are inaccurate or unclear.
Use of Appendices Where Appropriate	Information is appropriately placed in either the main text or an appendix. Appendices are documented and referenced in the text.	Appendices are used when appropriate. Selection and/or extent of material in appendix may not be optimal.	There is unnecessary inclusion of detailed information in the main body of the text.
Visual Format: Use of Space & Color	The document is visually appealing. White space and color are used appropriately to separate blocks of text and add emphasis. The reader can easily navigate the document.	Use of white space and color help the reader navigate the document, although the layout could be more effective and appealing.	The document is not visually appealing and there are few "cues" to help the reader navigate the document.

Jiles, Huba, & Others. Materials Science and Engineering, CRCD Project.　　　(8-30-00)