

Rubric for Monthly Written Reports

Level of Achievement			
Criteria	2 Exemplary	1 Satisfactory	0 Unacceptable
Punctuality	Reports are consistently submitted on time.	Reports are usually submitted on time.	Reports are rarely submitted on time.
General Content			
Definition of Objectives	A complete set of objectives clearly and concisely describes the direction of the past month's work. These objectives are seen to be essential to the overall goals of the project.	Main objectives of work over the last month are stated.	Objectives not clearly defined or not directly relevant to the project.
Activity Highlights	Significant actions and areas of progress are listed so the reader can trace the activities of the past month. Report emphasizes the significant activities over the merely routine ones. No unnecessary details that distract or confuse the reader are included.	Report discusses activities of the last month and acknowledges distinction between significant and routine activities.	No identification of main activities. Confusion between highlights and routine activities. Unnecessary details distract or confuse the reader.
Plans for Next Steps	Planned activities for the next month are listed, showing understanding of what must be done to continue the project. Alternative steps are included that demonstrate foresight about potential problems.	Report gives indication of what steps come next. Some understanding of possible difficulties or problem areas is demonstrated.	No attention given to the next activities needed to continue research.

Summary Statement	A clear summary of the main activities is included with quantitative and/or qualitative information, so that the reader can quickly determine the progress made.	A summary of main activities is included which helps to orient reader for what is to follow.	No summary is provided.
Distinctiveness of Report	The report is a clear extension of the previous report rather than a repetition. The reader can follow the progress of the project by reading the monthly reports.	Report shows continuity from previous report with some new activities or results reported.	Report seems to be either largely a repetition or completely disconnected from last report.
Documentation			
Detailed Description of Important Elements of Progress	Report contains statements about activity highlights, including: <ul style="list-style-type: none"> • Activities • Technical results. • Explanations of results • Reasons for discrepancies between what was planned and what occurred. 	Report contains description of activities, results and/or explanations.	Report contains no results nor explanations for lack of results.
Graphs & Charts	Graphs and charts are used to support the description of progress where appropriate. These are labeled and organized so it is easy for the reader to follow.	Graphs and charts are used where appropriate.	No use of graphs or charts are used where this is clearly desirable to emphasize or clarify results.
Organization	Items are organized in a logical progression.	Items are organized and ordered in some more or less helpful way.	Items are in illogical or poorly considered order, or in no order.

Use of Terminology and Jargon	<p>Engineering terms and jargon are used correctly, and they are defined when used for the first time. Grammar and punctuation are correct. The author takes on the responsibility to communicate, rather than leaving it to the reader to try to understand the information in the report.</p>	<p>Most terms are explained in a satisfactory way. No excessive use of special terms or jargon.</p>	<p>Evidence of technical arrogance: excessive use of jargon or special terms and acronyms without explanation, which may confuse the reader. No consideration is given to help reader understand the report.</p>
Use of References	<p>Prior work is acknowledged (where appropriate) by referring to sources for theories, assumption and findings. Journal references are consistently complete and accurate.</p>	<p>Some referencing of prior work by others where appropriate.</p>	<p>Prior works that are relevant to the report are largely ignored or are apparently unknown to the author.</p>

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