

**Project Report Rubric 100 Points**

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| **Elements** | **Weight** | **5 Points** | **4 Points** | **3 Points** | **2 Points** | **1 – 0 Points** | **Total** |
| **Title Page** | **2%** | All components required for the title page have been listed. | 80% or more of the components required for the title page have been listed. | 70% or more of the components required for the title page have been listed. | 50% or more of the components required for the title page have been listed. | Few to none of the components required for the title page have been listed. |  |
| **Abstract** | **2%** | The abstract completely and concisely summarizes the project or report in one paragraph. | The abstract summarizes the project or report. | The abstract does not clearly summarize the report. Information is difficult to understand. | The abstract does not completely summarize the report. Pertinent information on multiple report sections is missing or unclear. | There is little to no evidence that an abstract is included in the report. |  |
| **Concepts** | **15%** | The concepts section provides a comprehensive explanation of how major unit concepts or themes are addressed in the project. | The concepts section provides an explanation of how major unit concepts or themes are addressed in the project. | The concepts section provides a cursory description of how major unit concepts or themes are addressed in the project.  | The concepts section provides an insufficient description of how major unit concepts or themes are addressed in the project. Pertinent information is missing or unclear. | There is little to no evidence that a concepts section is included in the project. |  |
| **Materials List** | **10%** | 100% of the appropriate tools and materials have been selected and listed. | 80% of the appropriate tools and materials have been selected and listed. | 70% of the appropriate tools and materials have been selected and listed. | 50% of the appropriate tools and materials have been selected and listed. | Little to no evidence of a materials list is included. |  |
| **Procedure** | **8%** | 100% of the procedure is correctly detailed. 100% of support material is included. | 80% of the procedure is correctly detailed. 80% of support material is included. | 70% of the procedure is detailed though sequence is questionable. 70% of support material is included. | 50% of the procedure is detailed with major sequence errors. Major support material is missing. | The procedure is missing or thoroughly incomplete.  |  |
| **Concept Sketches** | **10%** | Concept sketches are included from all team members. Design development and subsequent modifications are shown. | Concept sketches are included from most team members. Design development shown. Some subsequent modifications shown. | Concept sketches are included from some team members. Design development shown. No subsequent modifications shown. | Concept sketches are included from one team member. Design development vaguely shown. No subsequent modifications shown. | Concept sketches are incomplete or missing. |  |

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| **Technical Drawings** | **20%** | Technical drawings are included with appropriate annotations. Project could be re-created using these drawings. | Technical drawings are included. Project could be re-created with assumptions using these drawings. | Technical drawings are included. Project could be partially re-created using these drawings. | Technical drawings are included. Project could be recreated only after consulting the design team. | Technical drawings are incomplete or missing. |  |
| **Conclusion** | **15%** | The conclusion paragraph clearly and concisely states all of the key points addressed in the report. | The conclusion paragraph states the key points addressed in the report. | The conclusion paragraph states most of the key points addressed in the report. | The conclusion paragraph is wordy, confusing, or missing most of the key points of the report. | The conclusion is incomplete or not included in the report. |  |
| **Content** | **10%** | The information included is accurate and completely addresses each component of the assigned topic or research question. | The information included adequately addresses each component of the assigned topic or research question. | The information included inadequately addresses the assigned topic or research question. The information included is inaccurate. | The information included does not address the assigned topic or research.  | There is little to no evidence of accurate content information. |  |
| **Documentation** | **2.5%** | A wealth of high quality sources are used in the report. The sources are all properly documented in the appropriate APA or MLA format. | The required number of high quality sources is used in the report. The sources are properly documented in the appropriate APA or MLA format. | Fewer than the required number of sources is used in the report. Not all sources are of substantial quality. Minor APA or MLA documentation errors may exist. | Few sources are included. No attempt is made to document sources using appropriate APA or MLA format. | There is little to no evidence that sources are used in the report. Sources are not documented using the appropriate APA or MLA format. |  |
| **Grammar** | **2.5%** | Punctuation, grammar, usage, and spelling are effectively used throughout the report. | Minor errors in punctuation, grammar, usage, and spelling are evident, but they do not interfere with the readability of the report. | Occasional errors in punctuation, grammar, usage, and spelling are evident and interfere with the readability of the report. | Major errors in punctuation, grammar, usage, and/or spelling interfere with the readability of the report. | The report contains significant errors in punctuation, grammar, usage, and spelling. |  |
| **Organization** | **2.5%** | The report content has been organized using the appropriate method. The required information is easy to locate within the report. | The report content has been mostly organized using a logical sequence, but some flaws exist. The required information is generally easy to locate within the report. | The report content has been organized using a somewhat logical sequence. The presentation is sometimes confusing.  | The report content is disorganized. The required information is difficult to locate within the report. | The report includes little to no evidence of organization. |  |