ECT424/IS324: General Memo Rubric

(applies to all Memo assignments)

Acceptable—5 pt Meets ALL of the following criteria:	Partially Acceptable—3 pt Meets most criteria, but has inadequacies in any one of the following areas:	Unacceptable – 1pt Has any of the following issues:
Uses correct memo format: Includes To:, From:, Date:, Subject. No other student/assignment elements will be present in the submission (such as course name, university name or any other data in a header or footer or cover). No cover page.	One missing or incorrect header element (wrong To, From or Date field) **or** includes student/assignment elements (such as Student Name[other than in the From field], Course Name, School name, Memo #, etc)	Missing more than one memo header element
Uses correct memo body structure (**in this order**): **Statement of Issue** (defining the question under analysis); single, clear **recommendation** statement; **justification** area that includes additional background information supporting the recommended solution and at least 2 other alternative solutions, why these were rejected and; **references** (either as footnotes or end notes – I want to be able to go directly to your sources)**.**	Includes some but not all memo body elements **or** includes more than one recommendation **or** Includes the recommendation in the wrong location of the memo body (such as at the end); **or.** Missing discussion of at least 2 alternative solutions	Missing more than 2 of the required memo body elements
Uses at least two unique sources appropriately (inline citations with full reference in references section or footnotes). Sources should be less than 2 years old and must be from at least two different sources.	Includes fewer than 2 unique sources **or** does not use inline citations **or** fewer than 2 sources are less than 2 years old **or** includes **minor** misuse of resources (one block of missing quotes, incomplete citation)	Includes any major plagiarism issue (no citations, references, large bodies of unquoted material, clear presentation of material as your own when it is not).
Uses all IT terminology correctly.	Uses most IT terms correctly, but 1-2 IT terms incorrectly.	Uses 3+ IT terms incorrectly or uses the incorrect terms
Offers appropriate (feasible, reasonable, suitable, complete) solution to the problem of the memo	Solution is lacking in any one of the required "appropriateness" tests (feasible, reasonable, suitable, complete)	Solution is lacking in 2 or more of the "appropriateness" tests or will not address the problem of the memo