# **ALX AICE: Milestone #3 Rubric**

| **Criteria** | Point |
| --- | --- |
| Correct file name  Filename follows this format;  AICE\_Milestone03\_DD.MM.YYYY.pdf | 1 |
| Correct file format  File is saved as PDF | 1 |
| AI Toolkit  Learner included a link to the AI Toolkit worksheet | 1 |
| AI Toolkit  Learner AI Toolkit can be viewed | 1 |
| Project Plan/Work Plan  Learner included a link to the project/work plan worksheet | 1 |
| Project Plan/Work Plan  Learner project/work plan worksheet can be viewed | 1 |
| Project Plan/Work Plan (PROJECT PLAN TAB)  Learner included a new task/action item on row 7 | 1 |
| Project Plan/Work Plan (PROJECT PLAN TAB)  Learner included a new task/action item on row 8 | 1 |
| Project Plan/Work Plan (PROJECT PLAN TAB)  Learner included a new task/action item on row 9 | 1 |
| Project Plan/Work Plan (ChatGPT Project Board TAB)  Learner included a new task/action item on row 5 | 1 |
| Project Plan/Work Plan (ChatGPT Project Board TAB)  Learner included a new task/action item on row 6 | 1 |
| Project Plan/Work Plan (ChatGPT Project Board TAB)  Learner included a new task/action item on row 7 | 1 |
| Research Worksheet  Learner included a link to the research worksheet | 1 |
| Research Worksheet  Learner research worksheet can be viewed | 1 |
| Research Worksheet (Part A)  Learner added a response **(under your response column)** to the casual question in Part A | 1 |
| Research Worksheet (Part A)  Learner added a response **(under your response column)** to the descriptive question in Part A | 1 |
| Research Worksheet (Part A)  Learner added a response **(under your response column)** to the comparative question in Part A | 1 |
| Research Worksheet (Part B)  Learner added a response **(under your response column)** to the 1st step (**Begin gathering your required information)** in Part B | 1 |
| Research Worksheet (Part B)  Learner added a response **(under your response column)** to the 2nd step (**Evaluate the Validity/Credibility of Your Sources and Information)** in Part B | 1 |
| Research Worksheet (Part B)  Learner added a response **(under your response column)** to the 3rd step (**Synthesize and Communicate Your Key Findings)** in Part B | 1 |
| Research Worksheet (Part B)  Learner added a response **(under your response column)** to the 3rd step (**Return to Your Original Objectives and Key Questions)** in Part B | 1 |
| Research Worksheet (Part C)  Learner added a research summary in Part C | 1 |
| Data Cleaning  Learner included a link to the data cleaning worksheet | 1 |
| Data Cleaning  Learner data cleaning worksheet can be viewed | 1 |
| Data Cleaning  Learner added the total number of employees | 1 |
| Data Cleaning  Learner added the average performance rating of the employees who completed the training | 1 |
| Data Cleaning  Learner added the sum of the performance ratings for employees who completed the Data Analysis course | 1 |
| Data Cleaning  Learner added the number of employees who have a rating of 9 or above | 1 |
| Your Email to Colleagues  Learner included a manual email | 1 |
| Your Email to Colleagues  Learner included time it took to write the email | 1 |
| Your Email to Colleagues  Learner included an email written with ChatGPT | 1 |
| Reflection on the use of AI  Learner paragraph answers the question, “*Do you think AI can effectively help you manage your time?*” | 1 |
| Reflection on the use of AI  Learner paragraph answers the question, “*How can AI help you analyze data?*” | 1 |
| Reflection on the use of AI  Learner paragraph answers the question, “*How can you improve your prompts?*” | 1 |