**Summary Document Rubric**

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| **Criteria** | **Excellent (5-4)** | **Good (3.5-3)** | **Fair (2.5-2)** | **Poor (1.5-1)** |
| Clarity and Organization | The summary document is exceptionally clear, well-organized, and easy to follow. It includes a clear introduction, discussion of key themes, notable quotes, and takeaways, and a concise conclusion. | The document is clear and well-organized, with a logical flow. It includes an introduction, discussion of key points, and a conclusion. | The document is somewhat clear but may lack a coherent structure or logical flow. Key points are included, but transitions may be weak. | The document lacks clarity and organization, making it difficult to follow. Key points are disorganized or missing. |
| Depth of Analysis | The document demonstrates a deep and insightful analysis of the interview data, with a thorough exploration of recurring themes, supported by relevant quotes and examples. | The document provides a solid analysis of the interview data, highlighting important themes with adequate quotes and examples for support. | The analysis in the document is somewhat shallow, with limited exploration of themes and minimal use of quotes or examples for support. | The analysis is superficial, lacking depth and meaningful exploration of themes. Quotes and examples are either missing or not relevant. |
| Relevance and Alignment with Objectives | The summary document is highly relevant to the objectives of the interview and the overall research project. It effectively addresses the role of technical, research, and business writing skills in the field. | The document is mostly relevant to the interview objectives and the project, but there may be minor deviations or tangential points. | The document contains some content that is not directly related to the interview objectives or the project, leading to occasional tangential discussions. | The document contains significant content that is unrelated to the interview objectives or the project, leading to confusion or loss of focus. |
| Use of Quotes and Examples | The document effectively incorporates relevant quotes and examples from the interview to support key points and themes, enhancing the analysis. | Quotes and examples are used appropriately to support key points and themes but may be lacking in some areas. | The document uses quotes and examples sparingly or inappropriately, making it challenging to support key points and themes effectively. | The document either lacks the use of quotes and examples or uses them in a manner that does not enhance the analysis. |
| Grammar and Writing Quality | The document is free from grammatical errors, typos, and other writing issues. It is written in a clear, concise, and professional manner, enhancing readability. | The document has minor grammatical errors or writing issues that do not significantly detract from its overall quality and readability. | The document contains noticeable grammatical errors or writing issues that may impact its clarity and professionalism. | The document is riddled with grammatical errors and writing issues, making it difficult to understand and detracting from its professionalism. |
| Overall Quality and Impact | The summary document is of exceptional quality, effectively conveying the preliminary analysis findings, and leaving a lasting impact on the reader. | The document is of good quality, effectively conveying the preliminary analysis findings, and leaving a positive impression on the reader. | The document is of fair quality, but improvements could enhance its effectiveness in conveying the analysis findings. | The document is of poor quality, with significant room for improvement in conveying the analysis findings effectively. |

**Total Points: 30**