

# Biology Work-Term Report Rubric

Student's Name \_\_\_\_\_

ID No. \_\_\_\_\_

Evaluated by \_\_\_\_\_

Date \_\_\_\_\_

Room and ext. \_\_\_\_\_

Section 1: Front Materials (* items are mandatory)			
Criteria	Satisfactory	Unsatisfactory (if 2 selected = resubmit) †	Resubmit (if 1 selected = resubmit)
Front Cover	Included		Missing entirely.
*Letter of Submittal (incl. Declaration)	Addressed correctly and is signed.	Incomplete.	Missing entirely.
*Title Page	Presented and formatted correctly.	Incomplete or not formatted correctly.	Missing entirely.
Table of Contents <ul style="list-style-type: none"> <li>List of Tables</li> <li>List of Figures</li> <li>List of Abbreviations (if applicable)</li> </ul>	Presented, formatted correctly and matches content.	Incomplete, not formatted correctly, or not matching content.	Missing entirely.
*Table Headers/Figure Legends	Includes correct table #/figure # in the correct location, meaningful title, succinct description and cite source(s) (if applicable).	Missing an element or in an incorrect location.	No table header(s)/ figure legend(s) and/or unnecessary tables/figures in the report.
Section 2: Structure (* items are mandatory)			
Criteria	Satisfactory	Unsatisfactory (if 2 selected = resubmit) †	Resubmit (if 1 selected = resubmit)
Summary contains: <ul style="list-style-type: none"> <li>a) purpose of report</li> <li>b) scope of the report and major points of the body</li> <li>c) summary of conclusions and recommendations</li> </ul>	Complete, clear, well-organized summary of the 3 elements.	Summary contains 2 out of 3 elements OR at least 2 elements require elaboration.	Summary doesn't follow required format. Missing 2 or more required elements.
Conclusions (and Recommendations – based on student's analysis and address key points or questions of the report)	Conclusions highlight key points of the report, succinct, relevant and insightful; meets all expectations.	Conclusions mainly based on analysis, conclusions may be wordy, repetitive or lack detail.	Conclusions are not drawn from analysis, may be wordy or illogical.
Section 3: Body of Report (* items are mandatory)			
	Satisfactory	Unsatisfactory (if 2 selected = resubmit) †	Resubmit (if 1 selected = resubmit)
*Background	In-depth description of the nature of the work and importance of the topic. Current peer-reviewed references used.	General background on the nature of the work but does not state importance. Lack of depth or quality of background material.	No description or background information included.

Objectives	Detailed and clear objectives, may include hypothesis where appropriate	Objectives and/or hypothesis (where appropriate) were unclear	No objective and/or hypothesis (where appropriate) discussed in the report.
Methods (include applicable research and/or literature search methods)	Detailed methods for experimental and/or analytical procedures reported.	Methods are incomplete and/or vague in the report.	No methods presented in the report for experiments conducted.
Results and Discussion	Detailed results and discussion presented in the report.	Results and discussion lack detail.	No results or discussion presented.
Critical Analysis <ul style="list-style-type: none"> <li>• Statistical</li> <li>• Quantitative</li> <li>• Qualitative</li> </ul> (based on literature or analysis or raw data)	A detailed statistical, quantitative and/or qualitative analysis presented in the report.	Statistical, quantitative and/or qualitative analysis lack detail.	No statistical, quantitative and/or qualitative analysis presented.
<b>Section 4: Quality of Writing (* items are mandatory)</b>			
	<b>Satisfactory</b>	<b>Unsatisfactory (if 2 selected = resubmit)†</b>	<b>Resubmit (if 1 selected = resubmit)</b>
Spelling	Less than one error per page.	More than one error per page on average.	More than two errors per page on average.
Grammar/Punctuation	Virtually flawless grammar. Virtually flawless, varied, and effective punctuation.	Fewer than 5 major errors. Simple punctuation, inconsistent use of commas in compound and complex sentences, missing hyphens; mixed tenses.	5-9 major errors. 3 or more comma splices or misused colons and/or semicolons.
*Style	Appropriate use of language, including appropriate and consistent tone; no contractions or use of jargon.	1-4 contractions or instances of inappropriate tone or use of jargon.	5 or more contractions or instances of inappropriate tone or use of jargon.
3 Cs: Clarity, Coherence, Conciseness	Only minor issues; very well written	Fewer than 5 instances of major problems.	More than 5 instances of major problems.
*References <ul style="list-style-type: none"> <li>• In-text citations</li> <li>• Reference list</li> <li>• Quality of references used</li> </ul>	Consistent style and format, follows APA style, appropriate quality of references.	Inconsistent style, format or low quality of references.	Inadequate in-text citations and/or does not follow APA style and/or format inconsistent.

† Work report to be resubmitted if two “unsatisfactory” criteria selected within one section.

Updated December 2015