

Category (Max. Score)	No Evidence	Doesn't Meet Standard	Nearly Meets Standard	Meets Standard	Exceeds Standard	Self- Score	Instructor Score
Cover Letter (10)	Absent <div>0</div>	Evidence of one <div>5</div>	Evidence of two <div>7</div>	Evidence of three <div>9</div>	(a) Can assess project scope and status from cover letter; (b) Pertinent information (names, etc.) included; (c) nicely finished <div>10</div>	10	
Introduction (10)	Absent, no evidence <div>0</div>	There is no clear introduction or main topic. <div>5</div>	Introduction states the main topic but either: 1. Does not give a full overview, Or: 2. Too detailed, leading to annoying repetition later. <div>7</div>	The introduction states the main topic and previews the structure and content of the Report. <div>9</div>	The introduction states the main points and previews the structure of the report. Good overview of the project tasks and progress to date. An effective summary. Gives enough detail to interest the reader. <div>10</div>	10	
Organization and structural development of report: Goal, Objectives, Tasks, Progress, Preliminary Products (10)	Not applicable	Report fails to develop the project details. No evidence of structure or organization. <div>1 – 5</div>	Organization of ideas not fully developed. Report lacks supporting detail sentences. No transitions. <div>6 - 7</div>	Paragraph development present but not perfected. Each paragraph has sufficient supporting detail sentences. No transitions. <div>8</div>	Writer demonstrates logic and sequencing of ideas through well-developed paragraphs. Each paragraph has thoughtful, supporting detail sentences that develop the main idea. The first sentence of each paragraph is the summary sentence. Transitions enhance structure. <div>9 - 10</div>	9	
Conceptual Design (60)	Point(s) not addressed. <div>0%</div>	The point(s) were poorly addressed by the writer. <div>1 – 50%</div>	Sketchy: left out required points. Work indicates a lack of effort or knowledge. Some information may be incorrect. <div>51 – 79%</div>	Presentation lacks adequate detail, but all necessary points are covered and nearly all information is acceptable. <div>80 – 90%</div>	Provides what was explicitly requested. The function of each piece is demonstrated to the reader in adequate, but not overwhelming, detail. Information provided is reasonable. <div>91 – 100%</div>		

	a) Design Criteria (e.g., Input Data, Regulations, Definitions, Background) (10)					10	
	b) Project Framing (e.g., Maps, Water/Energy Budget) (10)					10	
	c) Models and Calculations (Documentation, Results) (20)					20	
	d) Products (e.g., Maps, Drawings, Details) (10)					10	
	e) Evaluation Measures (e.g., Cost, Envision Rating) (10)					10	
Word Usage and Format (10)	Not applicable	Numerous and distracting errors in punctuation, capitalization, spelling, sentence structure, word usage, significant figures, tables, and figures. Information vomited onto page(s). Unacceptable / unprofessional at the graduate level. 1 – 5	Misspelled words, poor English grammar and word choice. Figures are too small and/or under-labeled, although they are usually of acceptable quality and focus. Tables incoherent or not cohesive. Bad font sizes. Too much or too little data in appendices. Could be improved by being more meticulous. 6 – 7	Almost no errors in punctuation, capitalization, spelling, sentence structure, word usage, significant figures, and presentation of figures, tables, and appendices. 8	Punctuation, capitalization, spelling, sentence structure, word usage, and significant figures all correct. Clear, consistent fonts. Good word processing skills. Figures have adequate contrast. Informative figure and table titles and legends. Figures have appropriate axis tick spacing, labels, units, and legends. Table columns cohesive, labeled, and specify units. Appendices, if provided, are separated by topic, and each have a title, discussion, and proper formatting and display of information. 9 - 10	9	
TOTAL (100)						98	