PHYS 4195W Assessment Rubric for Course Section on Application Materials

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|  | **Resume Rubric** | **Fully achieved**  **3 points** | **Partially achieved**  **2 points** | **Minimally achieved**  **1 point** | **Not achieved**  **0 points** |
| **1** | Target Audience | Demonstrates understanding of purpose; highlighting all skills and experiences, with appropriate emphasis. | Shows some understanding of purpose; highlighting most skills and experiences, with some emphasis. | Shows little understanding of purpose; inappropriate highlighting of skills and experiences. | No understanding of purpose; no clear highlighting of skills and experiences. |
| **2** | Structure | Well-defined order of presentation, with appropriate level of detail. | Good order of presentation, with reasonable level of detail. | Some order of presentation, but unbalanced level of detail. | No clear order of presentation. |
| **3** | Tone | Clear and concrete statements of all skills, achievements, and experiences. | Mostly clear statements of skills, achievements, and experiences. | Some indications of skills, achievements, and experiences. | Inappropriate or poorly defined skills, achievements, and experiences. |
| **4** | Presentation | Uniform and readable writing, with appropriate language and correct spelling. | Mostly uniform and readable writing, with a few errors in language or spelling. | Somewhat uniform and readable writing, with some errors in language or spelling. | Poor uniformity and readability, with many errors in language or spelling. |

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|  | **Cover Letter Rubric** | **Fully achieved**  **3 points** | **Partially achieved**  **2 points** | **Minimally achieved**  **1 point** | **Not achieved**  **0 points** |
| **5** | Target Audience | Demonstrates understanding of purpose; highlighting most relevant skills and experiences, with clear motivation. | Shows some understanding of purpose; highlighting some relevant skills and experiences, with reasonable motivation. | Shows little understanding of purpose; inappropriate highlighting of skills and experiences, with little motivation. | No understanding of purpose; no clear highlighting of skills and experiences, with minimal motivation. |
| **6** | Structure | Well-defined narrative, with appropriate level of detail. | Decent narrative, with reasonable level of detail. | Rough narrative, with unbalanced level of detail. | Disorganized narrative, with inappropriate level of detail. |
| **7** | Tone | Clear and concrete statements of motivation, skills, achievements, and experiences. | Mostly clear statements of motivation, skills, achievements, and experiences. | Some indications of motivation, skills, achievements, and experiences. | Inappropriate or poorly defined motivation, skills, achievements, and experiences. |
| **8** | Presentation | Uniform and readable writing, with appropriate conventions and language, and correct spelling. | Mostly uniform and readable writing, with a few errors in conventions, language or spelling. | Somewhat uniform and readable writing, with some errors in conventions, language or spelling. | Poor uniformity and readability, with many errors in conventions, language or spelling. |