

Skill	Exceeds – 5	Meets – 3	Needs Revision – 1
Content	<ul style="list-style-type: none"> Review of group, individual effort well summarized, includes relevant details\ Journey from proposal to solution documented clearly 	<ul style="list-style-type: none"> Review of group, individual effort mostly summarized, some details missing or inaccurate Journey from proposal to solution somewhat documented 	<ul style="list-style-type: none"> Review of group, individual effort missing, not summarized, or many details missing or inaccurate Journey from proposal to solution not appropriately documented
Analysis	<ul style="list-style-type: none"> Reflection on self, other group members demonstrates strong awareness of project progress Strong evidence team dynamics, comment on strengths and weaknesses 	<ul style="list-style-type: none"> Reflection on self, other group members demonstrates general awareness of project progress Evidence of fair contributions, participation and assistance mentioned 	<ul style="list-style-type: none"> Reflection on self, other group members demonstrates lack of awareness of project progress Little evidence of contributions by different team members
Self-Reflection	<ul style="list-style-type: none"> Critical reflection regarding personal role on team Extensive understanding of role within team, key personal accomplishments, and fit within team Suggestions for improvement extensive, actionable, reasonable 	<ul style="list-style-type: none"> Discussion of personal role Understanding of role within team, own accomplishments Suggestions for personal improvement 	<ul style="list-style-type: none"> Little evidence of personal role on team Own accomplishments missing No reflection, suggestion for personal improvement
Format	<ul style="list-style-type: none"> All sections complete, fully answered The review document reflects outstanding professional presentation, strong design Sections clearly identified with headers, index Paragraphs used to communicate complete ideas using transition statements Sentences convey meaning using varied forms, tenor. Font, margins deployed perfectly 	<ul style="list-style-type: none"> Sections generally complete, few incomplete answers The review document reflects some standards of professional presentation Sections generally identified, paragraphs are used in most places to communicate sections Full sentences are used in most areas to communicate thoughts Font, margins, salutation, signature generally correct 	<ul style="list-style-type: none"> Some sections missing, many incomplete answers The review reflects few standards of professional presentation, generally unprofessional Sections not properly identified, paragraphs are not used properly, or sections are unclear Sentences are incomplete or unclear Font, salutation, signature incorrect or unprofessional

Spelling, Grammar	<ul style="list-style-type: none">• No spelling errors• No grammatical errors	<ul style="list-style-type: none">• 1-2 spelling errors• 1-2 grammar errors	<ul style="list-style-type: none">• 3 or more spelling errors• 3 or more grammar errors
Overall Score /25			