Memo Report Rubric Activity: Groups 2 & 4

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|  | Meets Expectations | Acceptable | Does Not Meet Expectations | Points Earned for Section |
| Introduction/ Summary (10 points) | Includes all relevant background and theoretical information. Description of scope/ significance is concise. Results are summarized. | Includes relevant background and results, but scope is not addressed. | Not enough information/ unclear information is given to introduce the subject of the report. | Meets expectations- 10-9 points  Acceptable- 8-6 points  Does Not Meet Expectations- 5 and below |
| Methods (10 points) | Description of experimental methods. Helpful, clearly labeled computer-drawn sketch included. Sketch is appropriately referenced. | Drawing or description of methods lack some information or is vague. | Sketch is not computer-drawn or is confusing. Description is insufficient. | Meets expectations- 10-9 points  Acceptable- 8-6 points  Does Not Meet Expectations- 5 and below |
| Results/ Discussion (30 points) | Includes necessary figures and tables appropriately. Assessment of results compared to theory as well as potential sources of error. | Results presented with appropriate figures. Assessment of theory and error does not go in-depth. | Results and figures are unorganized and unclear. Assessment of theory and error is lacking greatly. | Meets expectations- 30-25 points  Acceptable- 24-16 points  Does Not Meet Expectations- 15 and below |
| Conclusion (10 points) | Interpretation of results is brief, yet clear. Thoroughly incorporates results with theory and scope. | Interprets results, but lacks analysis of scope of results. | Ambiguous explanation of results impact. | Meets expectations- 10-9 points  Acceptable- 8-6 points  Does Not Meet Expectations- 5 and below |
| Appendix (20 points) | When appropriate, citations, nomenclature, and sample calculations are referenced consistently, and contribute substance to report. | References are properly cited, but not all content provides insightful information. | Some or all references are incorrect, information is unclear or does not add | Meets expectations- 20-18 points  Acceptable- 17-11 points  Does Not Meet Expectations- 10 and below |
| Format (20 points) | Proper Heading,  Cover page that is left aligned, Contains a descriptive subject line, To, From, Date, Subject, 2-3 pages in length, Continuous narrative, Up to 3 key figures in body of report, Appendix is well cited and not padded, Ease of use/ easy to find information, Good grammar and sentence syntax, Overall flow of paper is good | Errors in formatting mildly distract from the reading and overall performance of the paper | Errors in formatting extremely distracts from the reading and overall performance of the paper  (you done goofed!) | Meets expectations- 20-18 points  Acceptable- 17-11 points  Does Not Meet Expectations- 10 and below |