

### EE 4331 Executive Summary Rubric

Element	4pts	2pts	1point	No points
<b>PDF</b>	PDF file submitted on time	PDF file submitted late within the first hour	PDF file submitted late after an hour of the deadline	Word document in time or late submission
<b>Format - 2-pages 1-inch margins 12-font single-spaced</b>	All formatting requirements are met	A few formatting requirements were not met	One good formatting requirement was met	None of the required formatting was met
<b>Introduction &amp; Background</b>	Gives sufficient intro/background such that an educated reader can understand the reason for performing the experiment. Connects the experimental goals or methods to previous research (from lab handouts, text, journal articles, etc.). Clearly states the hypothesis or purpose of the experiment.	Intro/Background information is not completely sufficient, or is too verbose (does not focus on justifying the experiment), and/or background information seems disconnected from the experiment, but the hypothesis or purpose of the experiment is clearly stated. Alternatively, Intro/Background is sufficient but the purpose or hypothesis is not clearly stated	Intro/Background contains very little background information. Hypothesis or purpose of the experiment is in the Intro/Background, but may or may not be clear.	Intro/Background contains very little background information. Intro/Background does not state the hypothesis or purpose of the experiment.
<b>Dataset Discussion</b>	Discussion of the samples that are going to be used in the project (number, type of samples, features, etc.)	Discussion of the dataset they will use but lacks detail information of the dataset	Some reference to a dataset but has no discussion of it anywhere in the narrative	No discussion of any dataset of the project.
<b>Procedures</b>	Provided clear methods (more than one technique) to work towards a target outcome	Provide a single method but has a clear target outcome for the project	Do no clearly provide the techniques planed for the project.	No ML techniques discussed in the narrative
<b>Validation Process</b>	Discussion on how they will test the model	Some discussion on how they will test the model	Said it but did not describe the validation	Not discussed in the narrative
<b>Grammar</b>	Great	Good	Fair	Poor
<b>References (not part of the 2-page count)</b>	Sufficient and appropriate sources cited. Sources are cited appropriately in the text (Author Date). All references are formatted appropriately according to CSE guidelines.	Sufficient and appropriate sources cited. Sources are cited in the text. Most references are formatted appropriately according to CSE guidelines.	Some references are cited in the text and listed in a reference cited section, however, formatting is incorrect for all references, or insufficient or inappropriate references are used.	References are listed in some format. References are not cited in the text