

## INTERIM REPORT RUBRIC

	Incomplete	Below Expectations	Meets Expectations	Exceeds Expectations
<b>Introduction</b>	Introduction is missing or generic.	Introduction fails to describe the problem appropriately for the audience; may be excessively verbose or too vague.	Introduction describes the problem with some consideration for the target audience.	Introduction describes the problem sufficiently such that a reader who has no prior knowledge about the project can understand the rest of the document.
<b>Objectives</b>	Objectives are given without context or justification.	Objectives are given with insufficient context or justification. It is unclear how the objectives will be valuable for evaluating the proposed solution's performance.	Objectives are given with some context or justification. Objectives are insufficient for evaluating the proposed solution's performance.	Objectives clearly reflect the problem described in the introduction. Adequate justification as well as valid metrics for evaluation of the proposed solution's performance is given.
<b>Conceptual Framework</b>	Conceptual framework is vague and unspecific. The chosen language and data structure/format are poorly justified or completely missing.	An attempt is made to provide motivation for the chosen language and data structure, but the relationship to the defined objectives is unclear.	The chosen language and data structure/format are well-motivated and attempt to reflect the defined objectives.	The chosen language and data structure/format are well-motivated and clearly reflect the defined objectives.
<b>Timeline</b>	Proposed timeline is missing.	Proposed timeline is insufficiently detailed or seems unviable.	Proposed timeline is mostly viable and detailed.	Proposed timeline is viable and detailed and has reasonable major benchmarks and contingency plans.
<b>Professionalism</b>	Report contains numerous grammatical and/or spelling errors. Formatting is inconsistent. Figures and/or tables are used without reference in the text.	Report contains some grammatical and/or spelling errors. Formatting is inconsistent. Figures and/or tables are used without reference in the text.	Report contains some grammatical and/or spelling errors. Formatting is mostly consistent. Figures and/or tables are mostly referenced in the text.	Report contains few to no grammatical or spelling errors. Formatting is consistent throughout. Use of figures and/or tables adds value to the report.