

Report Rubric

	Excellent	Good	Fair	Poor	Unacceptable
☑ Letter of Transmittal	Format is correct. Opening and closing provide primacy and recency. Professional tone. No obvious errors. Signed.	Format is correct, but has deficiencies in opening, closing, or tone. Includes obvious errors or not signed.	Format is incorrect, or has deficiencies in opening, closing, or tone. Includes obvious errors or not signed.	Format is incorrect, and has deficiencies in opening, closing, or tone. Includes obvious errors or not signed.	No letter included.
☑ Executive Summary	Stand alone, with all essential elements summarized briefly with primacy and recency.	Too long or too short or missing one of the essential elements.	Too long or too short and missing one of the essential elements.	Too long or too short and missing more than one of the essential elements.	No summary included.
☑ Opening	Report starts strong with scope and objectives clearly presented. Fully and completely expresses the primary argument in its context at the beginning of the report.	Generally expresses the primary argument in its context at the beginning of the report.	Vaguely or partially expresses the primary argument with minimal context in the report.	May not express the primary argument or provide context anywhere in the report.	Not an argument driven report.
☑ Content	Report displays professional level of knowledge of subject matter with no important content left out and no incorrect material presented. Report displays effective organizational structure, rhetorical structure, reasoning, data support, and finishes strong.	Report displays professional level of knowledge of subject matter with minor amount of subject material left out or minor amount of incorrect materials presented. Report displays minor failures in organizational structure, rhetorical structure, reasoning, data support, and finishes strong.	A substantial amount of the report fails to display professional level of knowledge of subject matter with substantial amounts of subject material left out or substantial amounts of incorrect materials presented. Report displays failures in organizational structure, rhetorical structure, reasoning, or data support, and finishes weakly.	A substantial amount of the report fails to display professional level of knowledge of subject matter with substantial amounts of subject material left out and substantial amounts of incorrect materials presented. Report displays failures in organizational structure, rhetorical structure, reasoning, and data support, and finishes weakly.	Not an argument driven report.

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• Organizational Structure	Presents a clear statement located in the beginning of paper that demonstrates how the argument will track the fundamental, secondary, and implied problems, questions, issues.				
• Rhetorical Structure	The argument's focus is clear to the reader and paragraphs logically and coherently build upon each other through the complete and fluent use of transitions and/or headings towards a logical conclusion supported by data. Facts are presented in a logical sequence and transition effectively between topics and authors.				
• Reasoning	Exhibits substantial depth and complexity of thought supported by sophisticated ideas/analysis/evidence that support the report's argument. Builds towards an effective conclusion. Considers context, assumptions, data, and evidence.				
• Data Support	Seamlessly incorporates and explains the accuracy and relevance of data/evidence/ quotations/paraphrase/visuals; offers evidence from a variety of sources, including counterarguments, contrary evidence, and quantitative analysis. Presents data in graphical, tabular, or sketch format, follows all rules for tables/figures format, includes proper units and labels, tables/figures are numbered independently, all mentioned in the text.				
• Conclusion	Finishes strong with a reasonable summary and/or recommendations presented, as justified from the body of the report using primacy and recency.				
☑ Overall Impression	Addresses all important subject matter; demonstrates conceptual understanding of the content, and responds to the purpose of the report; cohesive, clear, concise, and organized well; has many strengths; tone is professional	Addresses most of the important subject material; demonstrates conceptual understanding of the content, and responds to the purpose of the report; majority of the text is cohesive, clear, concise, and organized well; has some strengths; tone is professional and shows good engineering judgment	Addresses some of the important subject material; demonstrates conceptual understanding of the content, and responds to the purpose of the report; some of the text is cohesive, clear, concise, and organized well; has few strengths; tone is professional and shows some engineering judgment	Addresses little of the important subject material; demonstrates conceptual understanding of the content, and responds to the purpose of the report; some of the text is cohesive, clear, concise, and organized well; requires major revision; tone is professional, but shows lack of engineering judgment	Presentation is completely unprofessional.

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<input checked="" type="checkbox"/> References Follow the format in http://pubs.asce.org	Cites and formats sources accurately and consistently and provides appropriate and complete references. No references are missing.	Cites and formats sources consistently and provides appropriate references. Some errors or flaws are present. Few references are missing.	Cites some sources but often inaccurately. May neglect to cite some sources altogether. References typically present, but inaccurate. Many references missing.	Little or no use of citation formats.	No references.
<input checked="" type="checkbox"/> Appendix	Raw data/photos correctly arranged and labeled.	Missing one item, except raw data, or unnecessary items in the appendix.	Missing two items, except raw data and unnecessary items in the appendix.	Missing more than two items and unnecessary items in the appendix.	No appendix.
<input checked="" type="checkbox"/> Writing Format	Follows all format requirements: 1-inch margins, 1.5-spaced 11 pt Times / Arial font Block justification.	Missing one of the format requirements.	Missing two of the format requirements.	Missing three of the format requirements.	Failed to respect any of the format requirements.
<input checked="" type="checkbox"/> Grammar and Syntax	Spelling and grammar checked; Sentences consistently communicate thoughts clearly, while relatively free of sentence level patterns of error; technically sound sentence structure that is varied, convincing, nuanced, eloquent with appropriate tone. Evidence of good editing.	Spelling and grammar checked, but minor sentence level patterns of error, improper sentence structure, or tone issues. Evidence of decent editing.	Minor spelling or grammar errors with sentence level patterns of error, improper sentence structure, or tone issues. Evidence of fair editing.	Spelling or grammar errors throughout, and major sentence level patterns of error, improper sentence structure, or tone issues. No evidence of editing.	Gross disregard for readability.