CSMAX570-18A: Rubric for Final Report

	Score	Wt	Total	Poor 1	Average 2	Good 3	Excellent 4
Abstract or Executive Summary		1		Abstract is missing.	Unclear what the project is about.	Abstract describes the project.	Abstract details the essence of the project clearly and concisely.
Introduction		1		Introduction section is missing.	Introduction does not clearly state the focus of the report.	Introduction is clearly written, with a stated focus.	Introduction is clearly written, details the focus, and context of the report.
Company background/work environment		1		Unclear what the company does.	Some information about the company, environment and structure.	Clear information about the company, environment and structure; and other relevant information (history, management team, facilities).	Clear description on company, environment and structure; and other relevant information (e.g. history, management team, facilities).
Project description: Background knowledge; literature review; project goals; project milestones		2		Unclear what activities were carried out	Some information about what was being developed	Sufficient information provided on what was being developed and how it was developed	Clear description provided on what was being developed and how it was developed. Examples are provided.
Project results: Execution; technical accuracy; technical depth; analysis/implementation of results		2		Unclear what was completed in the project.	Some indication of what was completed in the project.	Good description of what was completed with little details of what was completed.	Comprehensive description with details of what was completed and what further work to be done.

	Score	Wt	Total	Poor 1	Average 2	Good 3	Excellent 4
Discussion: Reflection; lesson learned; professional attribute; application of theory & knowledge		2		Unclear what was learnt. No evidence of reflection. No examples of application of theory and knowledge acquired.	Some description of lessons learnt. No critical reflection on the knowledge and skills acquired. One example of knowledge and skills acquired in taught courses and used in the project.	Good description of lessons learnt. Some critical reflection on the knowledge and skills acquired. Two examples of knowledge and skills acquired in taught courses and used in the project. Some reflection on the application of these knowledge and skills.	A comprehensive description of lessons learnt. Critical reflection on the knowledge and skills acquired. More than two examples of knowledge and skills acquired in taught courses and used in the project. Reflection on the application of these knowledge and skills, and providing suggestions for other knowledge and skills needed.
References: Includes references to methods, related studies, background sources within text; list of complete citations in appropriate style at end.		1		Not all sources are identified and few relevant sources listed. Sources are not referenced appropriately.	All sources identified and some sources are relevant. Missing some information in the reference.	All sources identified and are relevant. Some sources are not referenced appropriately.	All sources identified and sources are relevant and up-to-date. Sources are referenced appropriately.
Organisation and formatting		1		Poorly organised and missing key sections. No proper formatting.	Lapses in focus, and coherence. Appropriate formatting used.	Logical organisation. Appropriate formatting used.	Well organised and structured report. Good formatting scheme applied.

| Writing: grammar, punctuation, capitalisation, and spelling; Flows smoothly; Logical connection of points | | 1 | | Report has numerous errors, poor logical flow. Report is difficult to read | A clear report; some parts are difficult to follow. Contains errors which may be distracting. | Report has good logical flow and on the whole, easy to read. Contains less than a handful of grammatical and spelling errors. | Report is easy to read, with very good logical flow. No grammatical or spelling errors |