

Math Work Report Rubric

Analysis (25%)	Outstanding	Very Good	Good	Acceptable	Unsatisfactory
Analysis	2-3 pages of targeted analysis related to topic, demonstrates a clear understanding of the importance of the topic and how it relates to work and/or academics.	1.5-2 pages of targeted analysis related to topic; demonstrates some understanding of the importance of the topic and how it relates to work and/or academics.	1-2 pages of analysis that are somewhat related to topic, demonstrates little understanding of the importance of the topic and how it relates to work and/or academics.	Less than 1 page of analysis, a general account of topic as opposed to analysis, student does not demonstrate understanding of the importance of the topic and how it relates to work and/or academics.	Missing entirely
Executive Summary & Conclusions (20%)	Outstanding	Very Good	Good	Acceptable	Unsatisfactory
Executive Summary (10%): Executive summary summarizes the 1) purpose of the report, 2) key points of the analysis, 3) highlights the conclusions	Complete, clear, well-organized summary of 3 elements.	Summary describes all 3 elements but at least 1 element requires elaboration.	Summary contains 2 out of 3 elements OR at least 2 elements require elaboration.	Summary doesn't follow required format. Missing 2 or more required elements.	Missing entirely
Conclusions (10%): Conclusions based on the student's analysis and address key points or main questions of the report	Conclusions highlight key points of report, succinct, relevant and insightful; meets all expectations.	Conclusions highlight key points of report or answer main questions; succinct and relevant to analysis.	Conclusions mainly based on analysis, conclusions may be wordy, repetitive or lack detail.	Conclusions are not drawn from analysis, may be wordy or illogical.	Missing entirely
Quality of Writing (QoW) (30%)	Outstanding	Very Good	Good	Acceptable	Unsatisfactory
Spelling (6%)	No spelling mistakes.	1 or 2 spelling mistakes.	3-5 spelling mistakes; inconsistent spelling.	5 or more different spelling errors, not including confused word pairs or US/CDA/UK variants.	N/A
Grammar (6%)	Virtually error-free.	Fewer than 5 major errors; may use future tense in discussion and the singular "they".	5-9 major errors; may use future tense in discussion and the singular "they".	10 or more of any combination of major errors.	N/A
Punctuation (6%)	Virtually flawless, varied, and effective punctuation.	Consistent punctuation, including proper use of hyphen, colon, semicolon, with some errors.	Simple punctuation, inconsistent use of commas in compound and complex sentences, missing hyphens.	3 or more comma splices or misused colons or misused semicolons.	N/A

Tone (6%)	Outstanding use of language, including appropriate and consistent tone; no contractions	1 or 2 contractions or instances of inappropriate tone.	3 or 4 contractions or instances of inappropriate tone.	5 or more contractions or instances of inappropriate tone.	N/A
3 Cs: clarity, coherence, conciseness (6%)	Only minor issues; very well written.	Fewer than 5 instances of major problems.	5 to 9 instances of major problems.	10 or more instances of major problems.	N/A
Formatting (10%)	Outstanding	Very Good	Good	Acceptable	Unsatisfactory
Front Materials (2%): Table of Contents, Letter or Memo of Submittal	0 errors	1 - 2 errors	3 - 4 errors	5 - 6 errors	7+ errors
Content Lists (2%): Table of Contents, List of Tables and Figures	0 errors	1 - 2 errors	3 - 4 errors	5 errors	6+ errors
Body (2%): Tables, Figures, Spacing and Paragraphs, Heading and Section Numbers	0 errors	1 error	2 errors	3 errors	4+ errors
Formatting (2%): Fonts and Margins, Page Numbers	1 errors	2 error	2 errors	3 errors	4+ errors
Back Materials (2%): References, Appendices	0 errors	1 - 2 errors	3 - 4 errors	5 errors	6+ errors
Employer Evaluation (15%)	Outstanding	Very Good	Good	Acceptable	Unsatisfactory
Rating from Employer	Outstanding	Very Good	Good	Acceptable	Unsatisfactory