

# Math Work Report Rubric

	Unsatisfactory	Acceptable	Good	Very Good	Outstanding
<b>Analysis (25%)</b>	Missing entirely.	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.	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.	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.	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.
<b>Executive Summary (10%)</b> Summarizes the purpose of the report, the key points of the analysis, and highlights the conclusions.	Missing entirely.	Summary doesn't follow required format. Missing 2 or more required elements.	Summary contains 2 out of 3 elements OR at least 2 elements require elaboration.	Summary describes all 3 elements but at least 1 element requires elaboration.	Complete, clear, well-organized summary of 3 elements.
<b>Conclusions (10%)</b> Conclusions based on the student's analysis and address key points or main questions of the report.	Missing entirely.	Conclusions are not drawn from analysis, may be wordy or illogical.	Conclusions mainly based on analysis, conclusions may be wordy, repetitive or lack detail.	Conclusions highlight key points of report or answer main questions; succinct and relevant to analysis.	Conclusions highlight key points of report, succinct, relevant and insightful; meets all expectations.
<b>Spelling (6%)</b>	N/A	5 or more different spelling errors, not including confused word pairs or US/CDA/UK variants.	3-5 spelling mistakes; inconsistent spelling.	1 or 2 spelling mistakes.	No spelling mistakes.
<b>Grammar (6%)</b>	N/A	10 or more of any combination of major errors.	5-9 major errors; may use future tense in discussion and the singular "they".	Fewer than 5 major errors; may use future tense in discussion and the singular "they".	Virtually error-free.
<b>Punctuation (6%)</b>	N/A	3 or more comma splices or misused colons or misused semicolons.	Simple punctuation, inconsistent use of commas in compound and complex sentences, missing hyphens.	Consistent punctuation, including proper use of hyphen, colon, semicolon, with some errors.	Virtually flawless, varied, and effective punctuation.
<b>Tone (6%)</b>	N/A	5 or more contractions or instances of inappropriate tone.	3 or 4 contractions or instances of inappropriate tone.	1 or 2 contractions or instances of inappropriate tone.	Outstanding use of language, including appropriate and consistent tone; no contractions.

<b>3 Cs: clarity, coherence, conciseness (6%)</b>	N/A	10 or more instances of major problems.	5 to 9 instances of major problems.	Fewer than 5 instances of major problems.	Only minor issues; very well written.
<b>Front Materials (2%):</b> Table of Contents, Letter or Memo of Submittal	7+ errors	5 - 6 errors	3 - 4 errors	1 - 2 errors	0 errors
<b>Content Lists (2%):</b> Table of Contents, List of Tables and Figures	6+ errors	5 errors	3 - 4 errors	1 - 2 errors	0 errors
<b>Body (2%)</b> Tables, Figures, Spacing and Paragraphs, Heading and Section Numbers	4+ errors	3 errors	2 errors	1 error	0 errors
<b>Formatting (2%)</b> Fonts and Margins, Page Numbers	4+ errors	3 errors	2 errors	1 error	0 errors
<b>Back Materials (2%)</b> References, Appendices	6+ errors	5 errors	3 - 4 errors	1 - 2 errors	0 errors
<b>Rating from Employer (15%)</b>	Unsatisfactory	Acceptable	Good	Very Good	Outstanding