

CIE 788 & ME 756 Final Project Report Rubric

Name: _____

Description _____

Rubric Detail – Please note: your faculty advisor may choose to alter the total points awarded

Levels of Achievement				
Criteria	Novice	Competent	Proficient	Excellent
Title Page	0 Points Not Present	0.75 Points Present with major errors	0.85 Points Present with minor errors	1 Point Correct
Organization	0 Points Not Present	0.75 Points Has some sections	0.85 Points Has most sections	1 Point Includes Exec. Summary (placeholder), TOC, LOF, LOT, Project Overview/Introduction, Scope of Work, Project Schedule, References.
Introduction	0 Points Introduction not present.	0.75 Points Introduction needs a great deal of effort.	0.85 Points Introduction needs some effort.	1 Point Introduction is informative.
Scope of Work	0 Points No description of tasks.	1.5 Points Description of tasks is nebulous. Narrative is poor.	1.75 Points Includes reasonable description of tasks, but no personnel responsibilities. Reads fairly well.	2 Points Includes good description of tasks, personnel responsibilities. Reads well.
Schedule	0 Points Not present.	0.75 Points Basic – Major milestones listed.	0.85 Points Adequate – Team benchmarks identified.	1 Point Excellent – Team and individual benchmarks identified.
Formatting	0 Points Format guidelines ignored.	0.75 Points Format is largely incorrect.	0.85 Points Format is mostly correct.	1 Point Font size, page, margins, TOC, LOF, LOT, Section titles are all formatted correctly. Citations follow APA format.
Grammar & Narrative	0 Points The report is not written with any attention to grammar or narrative.	1.5 Points Grammar is poor; Narrative is disjointed.	1.7 Points Grammar is reasonable; Narrative reads mostly smoothly.	2 Points Grammar is good; Narrative reads smoothly.
Calculations & Analysis of key elements	0 Points None submitted	0.5 Points 50% submitted	1 Point 75% submitted	2 Points All submitted
Conclusion & Results	0 Points Not Present	0.5 Points insufficient content	1.0 Point Incomplete	2 Points Full conclusion and summary of results