

## EPICS 151 Rubric for Communication Assignment: Interview of Professional (2 points, individual grade)

Name: Joe Student					
Assessment Criteria		<b>Exceeds Expectations/ Excellent</b>	<b>Meets Expectations/ Good</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
		100 95 92	89 85 82	79 75 72	69 52 0
Content	Introduction: Person interviewed is identified with name and job title and a brief description of job responsibilities. (2-3 sentences)		<b>x</b>		
	Time spent writing daily is given, and history of amount spent writing during various positions held in their career is given.				<b>x</b>
	Description of professional's analysis of whether or not their writing skills have helped or hindered their careers, and <u>correlative positions held/not held described.</u>		<b>x</b>		
	Description of how writing is accomplished--any help from secretaries, co-workers, or technical editors within their organization?		<b>x</b>		
	Description of attitude of various superiors throughout their career towards clear writing skills			<b>x</b>	
	Summary given by student of student's previous understanding of the importance of writing in the professional workplace and new insights gained through the interview.			<b>x</b>	
Execution Attributes	Document is organized, with clear subheadings for each question/portion of interview. Bulleted lists and paragraphs used appropriately.	<b>x</b>			
	Excellent grammar, punctuation and spelling throughout the document; graphics are formatted correctly and referred to in text, if used. (e.g. graph of typical day and time given to various tasks)	<b>yes</b>	<b>x</b>	<b>no (-.5)</b>	
	Text is concise, informative, with little noise. Appropriate professional tone.	<b>yes</b>		<b>no (-.5)</b>	<b>x</b>

Grade:	<b>76%</b>
Points:	<b>1.5</b>

Comments: