**Progress Report Rubric**

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| title\_or\_outcome\_id | Description | User range | Rating\_points\_1 | Rating\_title\_1 | Rating\_description\_1 | Rating\_points\_2 | Rating\_title\_2 | Rating\_description\_2 | Rating\_points\_3 | Rating\_title\_3 | Rating\_description\_3 | Rating\_points\_4 | Rating\_title\_4 | | Rating\_description\_4 | | Rating\_points\_5 | | Rating\_title\_5 | | Rating\_description\_5 | |
| Project Focus | Provides an objective analysis of progress on the Informational Report. | False |  |  |  |  |  |  | 3 | Meets Expectations | Proposes a topic to study for the informational report for non-expert readers and justifies its importance. | 2 | Almost There | | Discusses the Ut Prosim project but does not propose or does not detail the topic and its justification. | | 1 | | Needs Work | | Focuses on another topic. | |
| Introduction | Introduces the topic and purpose of the progress report. Includes a purpose statement. Does not use a heading. | False | 5 | Exceeds Expectations | Introduction is concise, well-organized, and rhetorically savvy. Clearly frames the project and report purpose while engaging the reader with thoughtful context. | 4 | Meets Expectations | Provides all required elements: purpose statement and overview of the Informational Report and progress to date. | 3 | Almost There | Most elements are present, but one or two are unclear or missing. | 2 | Needs Work | Several required elements are missing or unclear. | | 1 | | Missing | | Introduction missing or lacks required elements. | |
| Work Completed | Summarizes and describes the work to date on the Informational Report, using specific, concrete details. | False | 5 | Exceeds Expectations | Goes beyond task summary by incorporating detailed insights, analysis, or unexpected developments. Paragraphs are specific, well-organized, and connected to project goals. | 4 | Meets Expectations | Summarizes completed work with specific, concrete details. Organized clearly in a consistent order. | 3 | Almost There | Summary includes general tasks but lacks depth, clarity, or strong organization. | 2 | Needs Work | Work completed section is vague or poorly structured. | | 1 | | Missing | | Section missing or provides no meaningful information. | |
| Work Scheduled | Includes an introductory sentence followed by an updated Gantt Chart that covers all stages of the work on the Informational Report. | False | 5 | Exceeds Expectations | Future tasks are fully developed and thoughtfully sequenced. Gantt Chart is integrated, polished, and used as a genuine planning tool. Includes proactive measures or contingencies. | 4 | Meets Expectations | Introduces the section and then presents a Gantt Chart that shows schedule for upcoming work clearly and completely. | 3 | Almost There | Outlines future work with some detail but may be vague or uneven. Gantt Chart is present but underdeveloped. | 2 | Needs Work | Future work section is vague or disorganized. Gantt Chart is weak. | | 1 | | Missing | | Section and Gantt Chart both missing. | |
| Problems Encountered (optional) | Outlines challenges that have been encountered and the strategies taken to address them. | False | 5 | Exceeds Expectations | Details challenges that have been encountered and provides clear strategies and steps taken or planned to address them | 4 | Meets Expectations | Outlines challenges encountered in work on the Informational Report and describes strategies taken to address them. | 3 | Almost There | Outlines challenges encountered and describes some strategies taken to address them; however, information needs further development. | 2 | Needs Work | Outlines challenges encountered, but details are missing, vague, or incomplete. Strategies to address the challenges may be missing or undeveloped. | | 1 | | Missing | | Section is optional, so no issue if missing. | |
| Conclusion | Draw ideas together and provide contact info. Does not use a heading. | False | 5 | Exceeds Expectations | Offers thoughtful reflection and/or next steps. Wraps up clearly, professionally, and invites follow-up. Contact info and closing tone are audience-aware and polished. | 4 | Meets Expectations | Summarizes progress and future steps. Includes contact info for follow-up. | 3 | Almost There | Some summary and closing included, but may be vague or formulaic.Contact information may be missing. | 2 | Needs Work | Weak or abrupt conclusion with little reflection or detail. | | 1 | | Missing | | Conclusion missing. | |
| Formatting & Document Design | Follows memo format with required headings, spacing, and paragraphing. Uses contrast, fonts, chunking, and other formatting elements effectively to increase readability. | False | 5 | Exceeds Expectations | Uses flawless memo format. Shows strong contrast between headings and the document paragraphs. Uses spacing, fonts, and chunking and other formatting elements to make the report highly readable and professional. | 4 | Meets Expectations | Uses memo format accurately. Formats headings, spacing, and design consistently with appropriate contrast. Uses lists, horizontal rules, and boxes as effective visual elements. | 3 | Almost There | Uses memo format, though may include minor errors. May be minor errors in headings, paragraphing, or spacing. | 2 | Needs Work | | Uses incorrect memo format, inadequate contrast between headings and text, large paragraphs, and/or inaccurate spacing. | | 1 | | Missing | | Does meet formatting or design requirements. | |
| Tone & Plain Language | Uses clear, objective, professional tone. Uses short sentences and other plain language techniques. Avoids jargon. | False | 5 | Exceeds Expectations | Is consistently objective, professional, and reader-friendly. Phrases sentences concisely and smoothly. Perfectly written for the audience. | 4 | Meets Expectations | Is objective, professional, and clear throughout. Effectively uses plain language and avoids jargon. | 3 | Almost There | Is mostly objective and professional but occasionally uses complicated, overly technical, wordy, and/or repetitive phrasing. | 2 | Needs Work | | Uses unprofessional tone and/or language that is too technical or confusing | | 1 | | Missing | | No attempt to customize the tone and language to the audience. | |