# Research Proposal 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 | |  | |  | |  | |  | |  | |  | |  | |  | | 3 | | **Meets Expectations** | | Project focuses on explaining the topic chosen for the *Ut Prosim* project. | | 2 | | **Needs Work** | | Project discusses the Ut Prosim project but does not detail the topic selected | | 1 | | **Missing** | | Project focuses on another topic. | |
|  | |  | | False | | 5 | | Exceeds Expectations | |  | | 4 | | **Meets Expectations** | |  | | 3 | | **Almost There** | |  | | 2 | | **Needs Work** | |  | | 1 | | **Missing** | |  | |
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| Document Design | Follows required structure, headings, spacing, and readability. | False | 5 | Exceeds Expectations | Headings contrast well with the document paragraphs; spacing and chunking make the message highly readable. | 4 | **Meets Expectations** | Correct headings; spacing and design consistently correct. | 3 | **Almost There** | Minor errors in headings, paragraphing, or spacing. | 2 | **Needs Work** | Frequent design errors. Email headings incorrect or incomplete. | 1 | **Missing** | No document design elements present. |

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| **Criteria** | **Description** | **User range** | **Exceeds expectations** | **Meets expectations** | **Almost meets expectations** | **Needs work** | **Missing/Incomplete** |
| Project Focus | Identifies and supports your topic choice for the semester-longproject in a neutral-news message | False |  |  |  |  |  |
| Memo Format | Includes document title and all memo headers. | False |  |  |  |  |  |
|  |  | False |  |  |  |  |  |
| Introduction | Assesses quality and completeness of the introduction. | False | Fully developed, detailed, clear, polished. | Complete, clear, correct; no errors. | Minor details missing or unclear. | Incomplete, unclear, or error-prone. | Not present or fails to meet basic requirements. |
| Project Overview | Assesses quality and completeness of the project overview. | False | Fully developed, detailed, clear, polished. | Complete, clear, correct; no errors. | Minor details missing or unclear. | Incomplete, unclear, or error-prone. | Not present or fails to meet basic requirements. |
| Literature Review & Source Identification | Assesses quality and completeness of the literature review & source identification. | False | Fully developed, detailed, clear, polished. | Complete, clear, correct; no errors. | Minor details missing or unclear. | Incomplete, unclear, or error-prone. | Not present or fails to meet basic requirements. |
| Project Audience | Assesses quality and completeness of the project audience. | False | Fully developed, detailed, clear, polished. | Complete, clear, correct; no errors. | Minor details missing or unclear. | Incomplete, unclear, or error-prone. | Not present or fails to meet basic requirements. |
| Project Personnel | Assesses quality and completeness of the project personnel. | False | Fully developed, detailed, clear, polished. | Complete, clear, correct; no errors. | Minor details missing or unclear. | Incomplete, unclear, or error-prone. | Not present or fails to meet basic requirements. |
| Project Timetable (Gantt Chart) | Assesses quality and completeness of the project timetable (gantt chart). | False | Fully developed, detailed, clear, polished. | Complete, clear, correct; no errors. | Minor details missing or unclear. | Incomplete, unclear, or error-prone. | Not present or fails to meet basic requirements. |
| Request for Approval | Assesses quality and completeness of the request for approval. | False | Fully developed, detailed, clear, polished. | Complete, clear, correct; no errors. | Minor details missing or unclear. | Incomplete, unclear, or error-prone. | Not present or fails to meet basic requirements. |
| Works Cited or Bibliography | Assesses quality and completeness of the works cited or bibliography. | False | Fully developed, detailed, clear, polished. | Complete, clear, correct; no errors. | Minor details missing or unclear. | Incomplete, unclear, or error-prone. | Not present or fails to meet basic requirements. |
| Document Design | Assesses quality and completeness of the document design. | False | Fully developed, detailed, clear, polished. | Complete, clear, correct; no errors. | Minor details missing or unclear. | Incomplete, unclear, or error-prone. | Not present or fails to meet basic requirements. |
| Citations & Source Use | Assesses quality and completeness of the citations & source use. | False | Fully developed, detailed, clear, polished. | Complete, clear, correct; no errors. | Minor details missing or unclear. | Incomplete, unclear, or error-prone. | Not present or fails to meet basic requirements. |