| **Criteria** | **4** | **3** | **2** | **1** | **0** |
| --- | --- | --- | --- | --- | --- |
| My project meets the basic expectations of the assignment: (1) It revises an existing piece of user documentation that someone in my intended career would use and that meets the Website Criteria included in the assignment. (2) It includes a Reflection Memo that explains the changes I made in the user documentation revision. (3) It has been submitted as a PDF that shows the layout and formatting accurately. | Exceeds Expectations | Yes | Almost There | Needs Work | Missing |
| My user documentation revision addresses all the required areas: (1) Plain Language (Writing), (2) Document Design, (3) Length, (4) Ethical Considerations, (5) Legal Considerations, and (6) Cultural Considerations | Exceeds Expectations | Yes | Almost There | Needs Work | Missing |
| My reflection memo begins with required memo headers and uses a clear and specific subject line. It uses standard memo format and document design, with appropriate spacing, headings, and page numbers. | Exceeds Expectations | Yes | Almost There | Needs Work | Missing |
| My reflection memo introduces the user documentation, providing a link to the original version, and ending with a purpose statement. | Exceeds Expectations | Yes | Almost There | Needs Work | Missing |
| My reflection includes the following sections, with appropriate headings, explanations, and examples to show the improvements I’ve made: (1) Plain Language Revision, (2) Redesign, (3) Length, (4) Ethical, Legal, and Cultural Considerations, and (5) Rhetorical Analysis. | Exceeds Expectations | Yes | Almost There | Needs Work | Missing |
| My reflection memo ends with a conclusion that reviews my evaluation of the original document, summarizes how my changes have improved the document, and provides contact information. | Exceeds Expectations | Yes | Almost There | Needs Work | Missing |