Final Project Written Report

Rubric   **DUE: Thursday, May 7th, 2015**

Report Rubric			
Attribute	**Developing (C-level)**	**Developed (B-level)**	**Excellent (A-level)**
Content			
Did you clearly state the five (5) required scope elements of your proposed concept(s)?	Concept is not presented, nor is it obvious in reading the paper	Concept is not explicitly presented, but is obvious from reading paper	Concept is clearly presented
Did you explain the relevance of the project goals on your proposed concept?	Relevance must be inferred by the reader	Relevance is not explicitly explained, but is somewhat clear from context of report	Relevance is clearly stated and is clear from the context of the report
Do you use references when appropriate/necessary?	References are missing where necessary or are not formatted correctly	Two or fewer references are missing or incorrectly formatted	References are formatted correctly and used as necessary
Is appropriate project context for the City of Mesa and the building type presented?	There is either no context material presented or it is irrelevant	The context material is *mostly* relevant, though some may be superfluous or lacking	Appropriate context is provided and clearly presented
Can the reader draw the same conclusions as you given your data or arguments?	The reader is unclear about data or conclusions	The reader understands your data and conclusions, but does not see the link	The reader would draw the same conclusions given your data
Do you explain necessary topical background for your team regarding building type? (Do you refer back to the alternative tables in the appendices?)	Building type information is not present nor do you refer to tables	The building type material presented is *mostly* relevant, though some may be superfluous or lacking. Material properties charts may be ignored	Appropriate background is provided about the building type and the alternative considered; material clearly presented
Does the report sell your team?	The report meanders and sounds more like an explanation of different elements of a given building system than a proposal	The report discusses a couple of building systems clearly, but does not explain the link to a proposed concept and why your team should win	The report clearly describes elements of a building system, or discusses multiple proposed concepts clearly as well as why your team is best
Do you effectively sell your concept and team?	The team and concept are presented but not argued for	Some "sell" of concept and team mentioned, but may not be relevant or convincing	Report clearly sells the concept and team as the best choice for the mayor/City of Mesa

	A conclusion is either missing or not supported	A conclusion is stated, but is insufficiently supported	The conclusion is clearly stated and well-supported
Do you draw appropriate conclusions?			
Organization			
Do you provide an introduction?	No introduction is provided	Introduction is provided and then ignored	The introduction gives the reader a guide to the remainder of the report
Does your report flow clearly?	Reader is confused by flow of presentation	Flow is clear, but not logical	Report flows logically
Does each paragraph support the focus or main topic of each section?	Paragraphs seem disjointed from their own topic sentence and the report section	Paragraphs support their topic sentence, but may not all support the report section	Each paragraph supports the given report section
Writing Mechanics and Grammar			
Did you use proper grammar?	Grammar is poor and distracting for the reader	Few grammatical errors that do not impact general readability	Grammar is excellent, which makes the report easy to read
Is the tense consistent?	The tense varies throughout the report	The tense switches ONCE in the report	The tense is consistent
Is the report readable?	The sentence structure and language make the report difficult to read	At times, the report seems "choppy", but overall, it is readable	The report is easy (even enjoyable!) to read
Formatting			
Is report formatting neat and orderly?	Format is distracting to reader	Format is generally good and does not distract the reader	Format is excellent and enhances readability
Does report follow specified format?	Report does not include required sections	Report includes most, but not all, of the required sections	Report includes all required sections
Figures			
Are figures/charts used effectively?	Figures are either not present or not referenced in the text nor given captions	Figures are captioned, but not explained or referred to in the text	Figures *illustrate* a concept explained in the writing

Content	Organization	Format	Mechanics	Figures	TOTAL
30	**30**	**10**	**20**	**10**	**100**