

WRITTEN REPORT RUBRIC

Name:

Course:

Project:

Date:

Section:

	1pt	2pt	3pt	4pt	SCORE
TITLE PAGE	Three of four components missing.	Two of four components missing.	One of four components missing.	All four components for the title page exist and are located correctly.	
ABSTRACT	Does not completely explain the report in a concise manner. Purpose and objective of the work is unclear.	One paragraph in length. Poorly summarized, missing topics or objectives covered.	One paragraph in length. Missing a topic, or objective. Does summarize the report.	Approximately one paragraph. Summarizes the report. Contains objectives and topics of the work.	
TABLE OF CONTENTS	Items of the contents are only listed.	Table of contents exists but is missing page numbers and sections that are required.	Table of contents exists but is missing page numbers or sections that are required.	Table of contents exists with page numbers and has all required sections of the report listed.	
INTRODUCTION	Wordy and lacking information. Material is not related to what is in the report.	Either wordy, lacking information or slightly related to the material in the report.	Long explanation of the activity but does explain the activity.	Short brief explanation of the activity.	
BACKGROUND	Missing all of New topics are explained, terms are explained, or history of the topic.	Missing two of New topics are explained, terms are explained, or history of the topic.	Missing one of New topics are explained, terms are explained, or history of the topic.	Evidence that the student researched beyond the information given in class. New terms and topics are fully explained. There is a history of how the student came to do this activity.	
MATERIALS	25% of materials used are listed.	50% of materials used are listed.	80% of materials used are listed.	All materials used are listed.	
PROCEDURE	75% of any of the following is missing the step-by-step process, graphics to explain or details of the procedures.	50% of any of the following is missing the step-by-step process, graphics to explain or details of the procedures.	20% of any of the following is missing the step-by-step process, graphics to explain or details of the procedures.	The step-by-step process is laid out exactly as done by the student. Sketches, photos, schematics, equations, etc. are shown where appropriate. All procedures are explained in detail and written in the third person.	
RESULTS	Students results do not match their objectives. Evidence of how the results were obtained is lacking. There is no discussion of errors.	Student has proven results using credible evidence. The results prove your objectives. Errors and suggestions are not discussed.	Students results prove the objectives set in the beginning. Graphics have been used to convey these results errors have not been discussed.	Student has explained their results using graphics. The results prove your objectives. Possible errors are explained and suggestions for improvement have been made.	

CONCLUSION	Student has a summary that does not match the work in the activity.	Summary is too long or does not explain what the student accomplished.	Summary is missing topics covered or what the student learned in the activity.	Student has a summary of what they learned and what the activity was all about.	
APPENDIX	Tables, Drawings and Schematics are just thrown in the back not labeled or existing.	Appendix holds information that does not belong. Appendix is labeled incorrectly. Missing necessary items.	All large pieces of information are listed in an appendix. Each item is labeled. Some important items are missing.	All large pieces of information are listed in an appendix. Each item is labeled.	
CITATIONS	Few sources are cited and the format has not been followed.	Sources are listed but not cited properly.	Some of the sources the student used are not cited and are not formatted correctly.	All information gathered by the student has been cited with the proper format	
			Total		