Name	Written Communication
Description	Write technical reports.

Rubric Detail

Criteria	Levels of Achievement			
	Exemplary	**Proficient**	**Apprentice**	**Novice**
Organization & Content **Weight** **20.00%**	**100 %** Paper is clear, logical, and well organized. Technical information is at an appropriate level for the course. Key concepts and terms are clearly explained. Research/analysis of topic is clearly evident. Reader gains new knowledge and insight.	**85 %** Paper is generally clear and organized. Technical information is at an appropriate level for the course. Some concepts are not completely clarified. Research/analysis of topic is generally evident. Reader gains some new knowledge and insight.	**50 %** Paper is difficult to follow. Organization is haphazard. Technical information is at a marginal level for course. Many concepts are unclear or not discussed. Research/analysis of topic is not clear. Reader gains little new knowledge or insight.	**10 %** Direction and focus of paper is unclear. Technical information is unacceptable for course. Most concepts are unclear or not discussed. Research/analysis of topic is not present. Reader gains no new knowledge or insight.
Writing Style/Grammar **Weight** **20.00%**	**100 %** Grammar is very good. Writing style is clear, concise, and effective.	**85 %** Grammar is good. Some writing errors evident that neither hinders clarity nor distracts the reader.	**50 %** Grammatical mistakes are noticeable. Significant writing errors are present that hinders clarity and/or distracts the reader.	**10 %** Many grammatical mistakes. Writing errors obscure clarity and distract the reader.
Quotatation/Citation **Weight** **20.00%**	**100 %** All quotes are properly formatted and cited. Appropriate paraphrasing and/or summarizing of sources is used.	**85 %** Most quotes are properly formatted and cited. Paraphrasing and/or summarizing is adequate, with only a few errors.	**50 %** Few quotes are properly formatted or cited. Replacement of words with synonyms is used instead of proper paraphrasing and/or summarizing a source.	**10 %** Direct quotes are used without quotation marks and/or citation. Paraphrasing and/or summarizing is non-existent or not properly done.

Criteria	Levels of Achievement			
	Exemplary	**Proficient**	**Apprentice**	**Novice**
Appearance **Weight** **20.00%**	**100 %** Document is neat and professional. Formatting guidelines have been precisely followed.	**85 %** Document is neat and professional. Formatting guidelines have been mostly followed.	**50 %** Appearance is acceptable, but contains distracting elements. Formatting guidelines have not been followed.	**10 %** Appearance is unacceptable.
Table/Graphs/Images **Weight** **20.00%**	**100 %** Tables, graphs, and images are easy to read and follow, and enhances communication. Items are appropriately numbered and referenced in the text (e.g. Table 1 or Image 3).	**85 %** Tables, graphs, and images are understandable, and adequately convey information. Items are appropriately numbered and referenced in the text (e.g. Table 1 or Image 3).	**50 %** Tables, graphs, and images are acceptable, but difficult to interpret and/or incompletely convey information. Items are not appropriately numbered and are poorly referenced.	**10 %** Tables, graphs, and images are inappropriately used, or missing when appropriate. Items fail to convey information. Items are not properly numbered or referenced.

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