

Rubric Detail

You can interact with the rubric to grade in **Grid View** or **List View**. [More Help](#)

Name: **Research Final Report Rubric**

Exit

Grid View List View

	Excellent	Good/Average	Below Average	Unacceptable
Title Page and Table of Contents	<p>Points: 5</p> <p>Title page is appropriately formatted to include title, student name, course name and number, Kent State University, submission date, and instructor name. Table of contents page is thorough, concise and clear, and includes appropriate headings, subheadings and page numbers.</p>	<p>Points: 3.75</p> <p>Title page is appropriately formatted. Table of contents page includes appropriate headings, subheadings and page numbers, but some parts may be unclear or incomplete.</p>	<p>Points: 2.5</p> <p>Title page is appropriately formatted. Table of contents page includes headings, subheadings and page numbers, but there may be several omissions or a general lack of clarity or completeness.</p>	<p>Points: 0</p> <p>Title page is missing one or more of the appropriate elements. Table of contents is missing one or more elements or is overall inadequate.</p>
Executive Summary	<p>Points: 5</p> <p>Executive Summary (abstract) is no more than one page (single-spaced with double-spacing between paragraphs) and is a clear, concise condensation of the full report. No information is included that is not found in the full report and no visuals are included.</p>	<p>Points: 3.75</p> <p>Executive Summary (abstract) is no more than one page (single-spaced with double-spacing between paragraphs) and is a good summary of the full report, though clarity and conciseness could be improved. No information is included that is not found in the full report and no visuals are included.</p>	<p>Points: 2.5</p> <p>Executive Summary may be more than one page or have spacing problems. It is a condensation of the full report but lacks clarity or conciseness. Some information may be included that is not found in the full report or some visuals may be included.</p>	<p>Points: 0</p> <p>Executive Summary may be more than one page or have spacing problems. It is not an accurate, succinct condensation of the full report. Information may be included that is not found in the full report and/or visuals are included.</p>

Body	Points: 30 The body of the report follows the format laid out in Chapter 11 of the textbook. The body is clear and concise and includes at least one illustration, which is numbered and labeled. All headings and subheadings that appear in the ToC are included in the report. The style is consistent throughout, and lists are well-utilized.	Points: 22.5 The body of the report follows the format laid out in Chapter 11 of the textbook. The body includes at least one illustration, which is numbered and labeled, but clarity and conciseness could be improved. All headings and subheadings that appear in the ToC are included in the report. The style is generally consistent throughout, and lists are utilized well, overall.	Points: 15 The body of the report mostly follows the format laid out in Chapter 11 of the textbook. The body may be missing the required illustration, and clarity and/or conciseness are poorly executed. Most of the ToC headings appear in the report, though there may be style inconsistencies or under-utilization of appropriate lists.	Points: 0 The body of the report does not follow the format laid out in Chapter 11 of the textbook. The required illustration may be missing, and clarity and conciseness are thoroughly lacking. Several ToC headings may be missing from the report, and the overall style is inconsistent. The format over-uses paragraphs and makes poor use of lists.
Writing Mechanics	Points: 40 Punctuation, spelling, grammar and style all have fewer than five grammar, punctuation and style errors. Report contains no spelling errors that can be located with spellcheck.	Points: 30 Punctuation, spelling, grammar and style have six to ten errors in total. Report contains no spelling errors that can be located with spellcheck.	Points: 20 Punctuation, spelling, grammar and style have 11-19 errors in total. Report may contain minimal spelling errors that can be located with spellcheck.	Points: 0 The report contains more than 20 errors. Report may contain spelling errors that can be located with spellcheck.
Works Cited and Format	Points: 10 The Works Cited page uses appropriate MLA citation style. All images throughout the report are appropriately cited. Report is ten pages, single-spaced with good white space and graphics.	Points: 7.5 The Works Cited page uses appropriate MLA citation style but has one or two small errors. All images throughout the report are appropriately cited. Report is ten pages, single-spaced with adequate white space and graphics.	Points: 5 The Works Cited page uses appropriate MLA citation style but has three or four small errors. Nearly all images throughout the report are appropriately cited. Report is within one – two pages of	Points: 0 The report text and/or Works Cited page either do not use MLA citation style or have more than four small errors. Many images throughout the report may not be appropriately cited. Report does not

	and graphic highlighting.	graphic highlighting.	two pages or ten page limit, single-spaced but may have some issues with white space and graphic highlighting.	does not meet length or spacing requirements and has issues with white space and graphic highlighting.
--	---------------------------	-----------------------	--	--

Name:**Research Final Report Rubric**

Exit