

Rubric for Final Report

	4	3	2	1 or 0	
Criterion	Exceptional	Acceptable	Marginal	Unacceptable	Score
Overall content and format (1)	Includes or exceeds all required components (cover page, table of contents, executive summary, action plan , practicum outcomes, evaluations, and résumé).	Includes at least six required components.	Includes 3-5 required components.	Includes fewer than three required components.	
Overall content and format (2)	Organization is extremely logical and easy to follow; page layout is attractive and readable and follows the principles of good design.	Organization is logical and easy to follow; page layout is readable and follows the principles of good design.	Organization is adequate but difficult to follow; page layout is adequate but does not follow the principles of good design.	Organization is poor and difficult to follow; page layout is jumbled and does not follow the principles of good design.	
Executive summary	Reflects the overall report and is presented professionally (i.e., writing demonstrates a sophisticated clarity, conciseness, and correctness).	Reflects the overall report; writing is accomplished in terms of clarity and conciseness and contains only a few errors.	Reflects some elements of the overall report; writing lacks clarity or conciseness and contains numerous errors.	Reflects little, if any, of the overall report; writing is unfocused, rambling, or contains serious errors.	
Evaluations	Includes all documents together with a self-assessment.	Includes most documents together with a self-assessment.	Includes some documents together with a self-assessment.	Includes few, if any, documents.	

Total:

Thomas Edison State College

Note: Criteria are evaluated on a 4-3-2-1-0 basis. Total rubric points are converted first to a letter grade and then to a numerical equivalent based on a 0-100 scale.

Scale: 16 = A (93-100); 15 = A- (90-92); 14 = B+ (88-89); 12- 13 = B (83-87); 11 = B- (80-82); 10 = C+ (78-79); 8-9 = C (73-77); 7 = C- (70-72); 3-6 = D (60-69); 0-2 = F (below 60).