

Written Report Rubric | College of Engineering: CBE Department | Colorado State University  
CBE 451 and CBE 452 Senior Process Design I & II

Student:

Team:

Total Score:

Progress (#) or Final Presentation:

Date:

Notes:

<b>Criteria</b>	<b>Beginning 0% - 25%</b>	<b>Developing 26% - 50%</b>	<b>Proficient 51% - 75%</b>	<b>Mastery 76% - 100%</b>
<p><b>A. Content</b></p> <p>Accuracy of research facts and overall treatment of topic</p>	Topic lacks relevance or focus; presentation contains multiple fact errors	Topic would benefit from more focus; presentation contains some fact errors or omissions	Topic is adequately focused and relevant; major facts are accurate and generally complete	Topic is tightly focused and relevant; presentation contains accurate information with no fact errors
<p><b>B. Organization/ Clarity</b></p> <p>Appropriate introduction, body, and conclusions; logical ordering of ideas; transitions between major points</p>	Ideas are not presented in proper order; transitions are lacking between major ideas; several parts of presentation are wordy or unclear	Some ideas are not presented in proper order; transitions are needed between some ideas; some parts of presentation may be wordy or unclear	Most ideas are in logical order with adequate transitions between most major ideas; presentation is generally clear and understandable	Ideas are presented in logical order with effective transitions between major ideas; presentation is clear and concise
<p><b>C. Completeness</b></p> <p>Level of detail, appropriate length, adequate background of information</p>	Presentation does not provide adequate depth; key details are omitted or underdeveloped; presentation is too short or too long	Additional depth needed in places; important information omitted or not fully developed; presentation is too short or too long	Presentation provides adequate depth; few needed details are omitted; major ideas adequately developed; presentation is within specified length	Presentation provides good depth and detail; ideas well developed; facts have adequate background; presentation is within specified length

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<b>Criteria <sup>1</sup></b>	<b>Beginning 0% - 25%</b>	<b>Developing 26% - 50%</b>	<b>Proficient 51% - 75%</b>	<b>Mastery 76% - 100%</b>
<b>D. Grammar/ Mechanics</b>  Correct grammar and usage that is appropriate for audience(s)	Presentation contains several major grammar/usage errors; sentences are long incomplete, or contain excessive jargon	Presentation may contain some grammar or sentence errors; sentences may contain jargon or are too long or hard to follow	Presentation has no serious grammar errors; sentences are mostly jargon-free, complete and understandable	Presentation contains no grammar errors; sentences are free of jargon; complete and easy to understand
<b>E. Documentation</b>  Proper support and sourcing for major ideas, inclusion of visual aids that support message	Little or no message support provided for major ideas; visual aids are missing or inadequate; little or no sourcing provided	Some message support provided by facts and visual aids; sourcing may be outdated or thin; visual aids need work	Adequate message support provided for key concepts by facts and visual aids; sourcing is generally adequate and current	Effective message support provided in the form of facts and visual aids; sourcing is current and supports major ideas