

Technical Memo Rubric (Rev. 2026-08-13)

Student Name

Reviewer:

Date:

	Advanced	Proficient	Apprentice	Novice			
Criteria	93-100 (A), 90-92 (A-)	87-89 (B+), 83-86 (B), 80-82 (B-)	77-79 (C+), 73-76 (C), 70-72 (C-)	67-69 (D+), 65-66 (D), Below 65 (F)	Raw Numeric Score	Weight	Weighted
Define Memo Topic (Introduction)	- Effectively defines the scope of the memo. - Communicates the purpose and importance to the overall project. - Approach(s) is appropriate to topic	- Adequately defines the scope of the memo. - Communicates the relevance and importance to the overall project (conveys the relationship without elaborating). - Approach(s) is appropriate to topic	- Defines the scope of the memo incompletely (parts are missing, remains too broad or too narrow, etc.). - The importance and relevance relationship between the memo to the overall project is partially / inadequately specified. - Approach is somewhat appropriate to topic	- The scope of the memo is unclear. - The relationship between the memo and the overall project is unclear and/or not specified. - Approach is weak or missing.		0.15	
Quality of findings - depth, breadth, & applicability	- Provides accurate explanations of information presented. - Makes appropriate inferences based on information that relates to the project.	- Provides accurate explanations of information presented. - Inferences are made; some inferences are convincing.	- Provides somewhat accurate explanations of information presented. - Inferences are made; some are not convincing.	- Attempts to explain information presented, but draws incorrect conclusions about what the information means. - Inferences to the project are weak or not included.		0.30	
Recommendations	- Recommendations and implications are logical and reflect student's informed evaluation and ability to place evidence and perspectives in priority order.	- Recommendations and implications are clearly stated, and logically tied to a range of information - including opposing viewpoints (if relevant).	- Some recommendations are identified. These are logically tied to the information presented - because information is chosen to fit the desired conclusion.	- Recommendations are unclear, and inconsistently tied to the information discussed.		0.30	
Writing (Entire Document References)	- The memo is consistently clear and concise. The technical writing style communicates meaning to readers with clarity and fluency, and is nearly error free. - Diagrams / figures / tables are used when appropriate; numbered references are included and cited. - In-line citations with proper references were always included (if relevant).	- The memo is clear and concise. The technical writing style uses straightforward language that generally conveys meaning to readers with few errors. - Diagrams / figures / tables were included to clarify the text. Numbered references are included and cited. - References were often used and properly cited (if relevant).	- The memo is clear and uses a technical writing style with language that generally conveys meaning to readers, though some writing errors exist. - Some diagrams accompanied the text. Some errors in referencing / citing were made. - Some errors in referencing / citing were made (if relevant).	- The memo is unclear. The technical writing style is inappropriate and uses language that impedes meaning due to errors in usage. - If diagrams were included, they were not properly related to the text. Few or incomplete references were used, and/or citations were missing or incomplete. - Appropriate references were not used or were incomplete or missing.		0.25	
					Total	1.00	