

Technical Memo Rubric (Rev. 2023-08-10)

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), b70-72 (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.	-Adequately defines the scope of the memo. -Communicates the relevance and importance to the overall project (conveys the relationship without elaborating).	-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.	-The scope of the memo is unclear. -The relationship between the memo and the overall project is unclear and/or not specified.		0.15	0.00
Approach/Strategy (Introduction & Main Body) In addition to literature (Internet) search, interviews, experiments (benchmarking), and reproducing previous work are allowed.	- Identifies a creative, focused and manageable topic that addresses potentially significant but previously less explored aspects of the project. - Accesses information using effective, well-designed search strategies and most appropriate information sources.	- Identifies a focused and manageable/doable topic that appropriately addresses relevant aspects of the project - Accesses information using a variety of search strategies and some relevant information sources.	- Identifies a topic that may be manageable/doable but does not provide relevance to the team project. - Accesses information using simple search strategies. Retrieves information from limited and similar sources.	- Identifies a topic that is too general and wide-ranging to be manageable/doable. - Accesses information randomly; retrieved information lacks relevance and quality.		0.15	0.00
Quality - depth, breadth, & applicability (Main Body)	-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 not 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 not included.		0.15	0.00
Application of new knowledge to the project (Min Body)	Communicates, organizes and synthesizes information from multiple sources to fully show implications for design decisions, with clarity and depth.	Communicates, organizes and synthesizes information from some sources to show implications for design decisions.	Communicates and organizes information from limited sources. The information is not yet synthesized, so implications for design decisions are not fully stated.	Communicates information from few sources. The information is fragmented and/or used inappropriately (misquoted, taken out of context, or incorrectly paraphrased, etc.); implications for design decisions are unclear.		0.15	0.00

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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.		0.15	0.00
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 virtually error free. -Diagrams / figures / tables are used when appropriate; numbered references are included and cited.	-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.	-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.	-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.		0.25	0.00
					Total	1.00	0.00