

Benchmarking Memo Rubric (Rev. 2024-09-05)

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) | <ul style="list-style-type: none"> - Effectively defines the scope of the memo. - Communicates the purpose and importance to the overall project. - Approach(s) is appropriate to topic | <ul style="list-style-type: none"> - 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 | <ul style="list-style-type: none"> - 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 | <ul style="list-style-type: none"> - 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. | | | |
| Quality of findings - depth, breadth, & applicability | <ul style="list-style-type: none"> - Provides accurate explanations of information presented. - Makes appropriate inferences based on information that relates to the project. | <ul style="list-style-type: none"> - Provides accurate explanations of information presented. - Inferences are made; some inferences are convincing. | <ul style="list-style-type: none"> - Provides somewhat accurate explanations of information presented. - Inferences are made; some are not convincing. | <ul style="list-style-type: none"> - Attempts to explain information presented, but draws incorrect conclusions about what the information means. - Inferences to the project are weak or not included. | | | |
| Recommendations | <ul style="list-style-type: none"> - Recommendations and implications are logical and reflect student's informed evaluation and ability to place evidence and perspectives in priority order. | <ul style="list-style-type: none"> - Recommendations and implications are clearly stated, and logically tied to a range of information - including opposing viewpoints (if relevant). | <ul style="list-style-type: none"> - Some recommendations are identified. These are logically tied to the information presented - because information is chosen to fit the desired conclusion. | <ul style="list-style-type: none"> - Recommendations are unclear, and inconsistently tied to the information discussed. | | | |
| Writing (Entire Document References) | <ul style="list-style-type: none"> - 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). | <ul style="list-style-type: none"> - 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). | <ul style="list-style-type: none"> - 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). | <ul style="list-style-type: none"> - 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. | | | |
| | | | | | Total | 1.00 | |