

Rubric for Assessing a Written Report

Grading Criteria	Excellent	Acceptable	Minimal	Unacceptable
Research	Student locates a great deal of information about the topic; student uses a wide variety of reputable sources.	Student locates sufficient information about the topic; student uses reputable sources.	Student locates some information about the topic; some sources may be questionable.	Student does not locate sufficient information about the topic; sources are questionable.
Content	Thesis is clear, defined, and appropriate; includes substantial detail; credit is properly given for sources and quotations.	Thesis is fairly clear and appropriate; includes some important detail; credit is given for sources and quotations.	Thesis present but may not be entirely clear; provides minimal detail; credit is not properly given for sources or quotations.	Paper lacks thesis; insufficient detail is provided; credit is not given for sources or quotations.
Organization	Paper is very clearly organized into paragraphs; information flows in logical sequence; transition words are used effectively; introduction and conclusion are strong.	Paper is generally organized clearly into paragraphs; appropriate transition words are used; appropriate introduction and conclusion are provided.	Organization of paper is often unclear; transition words are not appropriately used; introduction or conclusion is minimal or inappropriate.	Organization of paper is mostly unclear; transition words are not used; introduction or conclusion is missing.
Mechanics	Flawless spelling, punctuation, and grammar.	Some minor spelling, punctuation, or grammar mistakes.	Careless spelling, punctuation, or grammar mistakes.	Significant spelling, punctuation, or grammar mistakes throughout.