Technical Report Rubric   Name: Score: xx / 60

	Excellent (5)	Good (4)	Fair (3)	Pass (2)	Poor (1)	Score (1-5)	Weighted Score (1-20)
Technical Information - Is there sufficient understanding of the topic? Is the report written for the right audience? **Weight = 4**	Written for appropriate audience; gives enough information to put present work in context, but does not waste time with unnecessary details	Slightly too much or too little technical detail. May have one or two minor errors, such as confusion in nomenclature.	Misjudgment of audience's background knowledge. Few errors in background information.	Serious errors of understanding in section.	Minimal attempt at explaining context of present work		
Scope and Design - Were the goals of this report reasonable and challenging? Was the approach for reaching them well-considered? **Weight = 2**	Well-defined objectives. Challenging yet reasonable goals with clear criteria for acceptable solutions.	Objectives well-defined, but writers either too ambitious or not ambitious enough given time and resources.	Unreasonable goals and objectives.	Inappropriate or ill-defined objectives. Approach to reaching set goals unclear or poorly planned.	Objectives and path towards them unclear.		
Conclusions and Recommendations (C+R) How much sense do the final conclusions make? Were the original goals achieved? **Weight=1**	Conclusions well-reasoned and based on collected evidence. Recommendations are logical and insightful. Original objectives met.	Appropriate C+R supported by evidence. Original objectives not met, but with explanations of why.	Conclusions and recommendations reasonable, but not well-supported.	Conclusions or recommendations irrelevant to results. Objectives not satisfied.	No indication of using available evidence to draw appropriate conclusions, or of attempts to satisfy initial objectives.		
References Does the report demonstrate research effort with respect to citing sources? **Weight=3**	Excellent quality and quantity of outside information cited. References listed clearly and uniformly.	Sufficient quality and quantity of outside information cited. References listed clearly and uniformly.	Minimal effort in researching outside information. References listed inconsistently.	No effort in researching outside information. References listed inconsistently.	Missing references, or insufficient information to identify sources		
Structure and Organization Is written in accordance with established guidelines for technical reports: grammar, usage, etc. **Weight=2**	Sentences clear and direct, active voice used when possible. Correct grammar, spelling, punctuation.	Some unnecessary words or unclear sentences. Minor grammar or punctuation errors.	Wordy or unwieldy writing. .	Writing is hard to understand. Major grammar and spelling mistakes.	Errors in conventions significantly impede understanding of technical content.		