**Written Report Rubric**

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| Elements | Weight | 5 Points | 4 Points | 3 Points | 2 Points | 1 – 0 Points | Total |
| **Title Page** |  | All components required for the title page have been listed. | 80% or more of the components required for the title page have been listed. | 70% or more of the components required for the title page have been listed. | 50% or more of the components required for the title page have been listed. | The title page is not included in the report. |  |
| **Introduction** |  | The introduction provides a succinct, accurate overview of the content of the report. | The introduction provides an accurate overview of the content of the report. The introduction may not be succinct. | The introduction does not provide a completely accurate overview of the content of the report. The introduction is wordy and confusing. | The introduction does not provide an overview of the content of the report. | The introduction is not included in the report. |  |
| **Conclusion** |  | The conclusion paragraph clearly and concisely states all of the key points addressed in the report. | The conclusion paragraph states the key points addressed in the report. | The conclusion paragraph states most of the key points addressed in the report. | The conclusion paragraph is wordy, confusing, or missing most of the key points of the report. | The conclusion is not included in the report. |  |

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| **Content** |  | The information included is accurate and completely addresses each component of the assigned topic or research question. | The information included adequately addresses each component of the assigned topic or research question. | The information included inadequately addresses the assigned topic or research question. The information included is sometimes inaccurate. | The information included does not address the assigned topic or research. | There is no evidence of accurate content information. |  |
| **Documentation** |  | A wealth of high quality sources are used in the report. The sources are all properly documented in the appropriate APA format. | The required number of high quality sources is used in the report. The sources are properly documented in the appropriate APA format. | Fewer than the required number of sources is used in the report. Not all sources are of substantial quality. Minor APA documentation errors may exist. | Few sources are included. No attempt is made to document sources using appropriate APA format. | There is no evidence that sources are used in the report. No sources are documented using the appropriate APA format. |  |
| **Grammar** |  | Punctuation, grammar, usage, and spelling are effectively used throughout the report. | Minor errors in punctuation, grammar, usage, and spelling are evident, but they do not interfere with the readability of the report. | Occasional errors in punctuation, grammar, usage, and spelling are evident and interfere with the readability of the report. | Major errors in punctuation, grammar, usage, and/or spelling interfere with the readability of the report. | The report contains significant errors in punctuation, grammar, usage, and spelling. |  |
| **Organization** |  | The report content has been organized using the appropriate method. The required information is easy to locate within the report. | The report content has been mostly organized using a logical sequence, but some flaws exist. The required information is generally easy to locate within the report. | The report content has been organized using a somewhat logical sequence. The presentation is sometimes confusing. | The report content is disorganized. The required information is difficult to locate within the report. | The report does not include evidence of organization. |  |