

<b>Student Name</b>					
<b>Class</b>					
<b>Instructor</b>					
<b>Date Report Submitted</b>					
<b>CATEGORY</b>	<b>4-5</b>	<b>3-4</b>	<b>2-3</b>	<b>1-2</b>	<b>Score</b>
<b>Organization</b>	Report is organized completely in accordance with the mandatory format.	Report is deviates from the required mandatory format in one section (one section absent)	Report is deviates from the required mandatory format in 2 to 3 sections (2 to 3 sections absent)	Report completely deviates from the required format (more than 3 sections absent)	
<b>Mechanics</b>	No grammatical, spelling or punctuation errors.	Almost no grammatical, spelling or punctuation errors	A few grammatical spelling, or punctuation errors.	Many grammatical, spelling, or punctuation errors.	
<b>Quality of Information</b>	Information clearly relates to the main topic. It includes several supporting details and/or examples.	Information clearly relates to the main topic. It provides 1-2 supporting details and/or examples.	Information clearly relates to the main topic. No details and/or examples are given.	Information has little or nothing to do with the main topic.	
<b>Paragraph Construction</b>	All paragraphs include introductory sentence, explanations or details, and concluding sentence.	Most paragraphs include introductory sentence, explanations or details, and concluding sentence.	Paragraphs included related information but were typically not constructed well.	Paragraphing structure was not clear and sentences were not typically related within the paragraphs.	
<b>Diagrams &amp; Illustrations</b>	Diagrams and illustrations are neat, accurate and add to the reader's understanding of the topic.	Diagrams and illustrations are accurate and add to the reader's understanding of the topic.	Diagrams and illustrations are neat and accurate and sometimes add to the reader's understanding of the topic.	Diagrams and illustrations are not accurate OR do not add to the reader's understanding of the topic.	
<b>Sources</b>	All sources (information and graphics) are accurately documented in the desired format.	All sources (information and graphics) are accurately documented, but a few are not in the desired format.	All sources (information and graphics) are accurately documented, but many are not in the desired format.	Some sources are not accurately documented.	