COMMUNICATION RUBRIC 1.0

Template for Project Evaluation Checklist

1. Written Content Grade _________ ( ___ %)
2. Technical Content Grade _________ ( ___ %)
3. Oral Presentation Grade _________ ( ___ %)

Overall Project Grade _________

___________________________________________________________________________

(CEN Course Number and Title)

___________________________________________________________________________

(Instructor)

___________________________________________________________________________

(Project Title)
By my/our signatures, we the undersigned attest that none of the material presented as part of this Project is plagiarized, as defined by the _____________ Student Handbook and the ASCE Code of Ethics:

| __________________________ | __________________________ |
| __________________________ | __________________________ |
| __________________________ | __________________________ |
| __________________________ | __________________________ |
| __________________________ | __________________________ |
Written Content Checklist Template

Written Content Grade ____

Content and integration of information from sources (journals, manuals, etc.)(  %)

_____ 1. All ideas presented support and develop the topic.
_____ 2. Project reflects insight into and understanding of the subject matter.
_____ 3. Ideas are stated clearly and are developed fully with specific supporting details from the specifications or technical literature.
_____ 4. Effectively uses examples, paraphrases, or summaries from the literature concerning the subject matter, not just quotations.
_____ 5. Work reflects a sufficient review of the applicable Codes, specifications and/or technical literature.

Structure and Form (  %)

_____ 1. Abstract is succinct and clear.
_____ 2. Table of Contents is correct and logical.
_____ 3. Introduction engages reader, explains project and gives clear sense of direction.
_____ 4. Logical, structured body guides reader through ideas, using topic sentences, etc.
_____ 5. Conclusion gives sense of rounding off and wrapping up without feeling repetitive, rushed, or unfamiliar.
_____ 6. Demonstrates proper and effective paragraphing.
_____ 7. Uses appropriate transitional words and phrases between paragraphs and sentences.
_____ 8. Meets required length, if specified.

Grammar, Usage, and Mechanics (  %)

_____ 1. Contains few or no errors in grammar and usage.
2. Word choice is appropriate to professional writing.

3. Contains few or no errors in spelling, capitalization, and punctuation.

4. Shows clear evidence of proofreading and use of a spellchecker.

Format (%)

1. Typed – black ink in 12-point standard font (Times New Roman or similar)

2. Follows specified line spacing (e.g., single, 1.5 or double-spaced).

3. Follows specified page margins (e.g., 1-inch margins all around.)

4. Pages numbered at page bottom, center.

5. Follows other formatting requirements specific to course/project (i.e., title page, etc.)

6. Citation of facts, tables, figures, quotations, etc.
   - Quotations: lengthy quotations block-style indented 1 inch and single-spaced; source and page number provided for quotations.
   - Source citation in correct format: e.g., Einstein (2012)

7. Citation/Reference list is complete, accurate, and in specified format (ASCE, TRB, etc.)
Technical Content Checklist Template

Technical Content Grade _____

Technical Approach (  %)

_____ 1. Methodology employed is appropriate and clearly described.
_____ 2. The problem(s) addressed in the Project are clearly described.
_____ 3. The design is based on the specifications/codes stated by the instructor.
_____ 4. The project submission as a whole is appropriately organized and important results are highlighted.
_____ 5. The design is thorough, coherent, and well thought out.
_____ 6. Design assumptions are reasonable and clearly stated.
_____ 7. The data obtained are presented in a concise and well-organized fashion and reasonable conclusions were drawn from them.

Design Calculations (  %)

_____ 1. All calculation steps are sequential and neatly presented.
_____ 2. Calculations are correct.
_____ 3. Sample hand calculations are provided and their matching with computer printout is clearly shown.
_____ 4. Units are shown.
_____ 5. Design & calculation pages are numbered.

Drawings and Supporting Graphics (  %)

_____ 1. Figures and graphs have meaningful captions.
_____ 2. Drawings are to scale unless clearly stated otherwise.
_____ 3. All drawings in final submission are done using CAD, not hand drawings.
4. Dimensions shown are adequate.

5. Drawings otherwise conform to professional standards.
Oral Presentation Checklist Template

Oral Presentation Grade _____

Appearance (   %)
    _____ 1. Neat and professional attire and appearance for a public presentation was appropriate.

Oral Presentation (   %)
    _____ 1. The speaker(s) spoke as if speaking directly to you.
    _____ 2. The speaker(s) spoke understandably and projected well.
    _____ 3. The speaker(s) maintained eye contact with listeners around the room.

Subject Matter Presentation (   %)
    _____ 1. The introduction provided an overview of the subject in a manner that stimulated interest.
    _____ 2. The body of the presentation expanded the topic clearly and logically.
    _____ 3. The closing statements provided an adequate and appropriate summary of the main points of the presentation.
    _____ 4. The use of audio-visual aids was appropriate and helpful.
    _____ 5. The presentation was completed in the allotted time.
    _____ 6. The presentation was coordinated well among members of the Team.

Post-Presentation Questions and Answers (   %)
    _____ 1. The answers to questions posed by the audience were appropriate and knowledgeable.