University of Massachusetts-Dartmouth
Department of Civil and Environmental Engineering

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.