AE Senior Thesis – Master Technical Report Evaluation Rubric – Non Technical Components of Report

(Note: Total Points Available – 7 x 3 Categories = 21)

( ) = Points	Excellent (7)	Good (6)	Fair (5)	Poor (4)	(<4)
Professional Appearance, Presentation, Documentation and Following Instructions	Work product is of the highest quality. Makes frequent and excellent use of graphics, charts, photographs, etc., all of which are labeled as figures. All figures and tables are numbered, titled and referenced in the text. Report contains numbered pages, table of contents, and well organized and documented Appendices (as appropriate). Hand calculations are neatly prepared and easy to read and follow. Report heading or cover page contains all information noted in Thesis report format requirements.	Work product is well prepared and presented and, with a few exceptions, would be well received in the AEC profession. Makes effective use of all types of figures and tables which are connected or referenced in the report. Report is organized with proper headings, table of contents, and numbered pages. Appendix is provided and adequately documented. Most hand calculations are neatly prepared and most information is easy to follow.	Work product is average or inconsistent. Not likely acceptable in professional environment. May contain problems such as infrequent use of figures and tables, excessive description of items that can be covered by photos and graphics. Report may contain missing or poorly prepared items such as headings, table of contents, and Appendices. Example: Report may be printed in B&W but it references colored lines in a figure. Print quality is below average containing streaks, faded sections etc. Hand calculations need improvement in readability, organization, and completeness.	Work product is of very low quality and would be rejected or frowned upon in a professional environment. Few figures and tables are used and are often not linked or discussed in the text. Many items such as headings, subsection titles, table of contents, figures, photographs, etc. are missing or not well executed in some fashion. Graphics and charts may be present in some areas but are poorly executed, sloppy, and hard to read or follow.	Unacceptable
Organization and Flow of Report	Information is presented in a logical, interesting sequence. Organization and structure are very evident. Major categories of the report are divided into subsections that are connected with logically clear transitions between topics. Conclusions are effectively supported by the content of the report. Executive summary information matches the report conclusions and concisely captures the key elements of the study.	Information presented in a logical sequence. Organization and structure are clear. Major points are separated into paragraphs and signaled by transitions. Paragraphs are built on related sentences that logically develop. Content is supportive of the conclusions. Executive summary is clearly stated.	Organization and structure are mostly clear, but the reader may have some difficulty following the line of thought in a number of areas. Major points are separated into paragraphs and most sections are logically developed and documented. Minor digressions exist but do not overly detract from the overall flow of the report. Conclusions are somewhat vague and/or are not fully supported by the report documentation or calculations. Documentation may be hard to follow or find relative to specific sections or conclusion in the report.	Sequence of information is generally difficult to follow. Organization and structure often must be inferred. Few major points are set off by paragraphs or subsections or connected by orderly transitions. Report contains few logically connected points. Major digressions exist. Conclusions are ineffective or misleading. Reports in this category often contain Executive Summaries (if present) that are essentially copies of the stated assignment in lieu of actual results and conclusions.	Unacceptable
Grammar and Style	Full variety of sentence structures used correctly. Minimal use of sentences that begin with "The". Word choice is varied, interesting, and accurate and contributes to an understanding of the report. Few, if any, spelling errors.	Variety of sentence structures used correctly despite an occasional flaw. Avoids excessive use of "The" to start sentences. Accurate and varied word choice. Only minor errors in sentence construction, usage, grammar, or mechanics. Minimal spelling mistakes.	Predictable sentence and word choice, often with much use of passive voice. Occasional errors in sentence structure, usage and mechanics. Confusing or convoluted sentences. May include frequent use of sentences starting with "The". May include a number of spelling errors and/or word misuse.	Errors in sentence structure, usage and mechanics sometimes interfere with the writer's ability to communicate the purpose. Writing is frequently not understandable. May include excessive use of sentences starting with "The". Reports often contain frequent spelling problems.	Unacceptable