Reflective Memo Rubric

CATEGORIES	EXCELLENT PAPER	MID-RANGE PAPER	POORLY WRITTEN
FORMAT	1. 1.5-2 pages(750-1000 words) 2. 12pt Calibri font 3. Single Spaced 4. 1inch Margins 5. Name at Bottom of page **10 Points**	Missing one of the five items required in the format **8 Points**	Missing two or more items required in the formatting (**2 points per item**)
GRASP OF CONCEPTS	Uses terminology discussed in class correctly (10), incorporates multiple concepts (10), draws connections across concepts (5) **25 Points**	Uses terminology discussed in class correctly (10), incorporates one or two concepts (5), attempts to draw connections across concepts, but fails to do so correctly (0) **15 Points**	Uses some terminology discussed in class correctly (5), may incorporate a concepts (0-5), attempts to draw connections across concepts, but fails to do so correctly (0) **5-10 Points**
SELF-REFLECTION	Reflects on personal behaviors, reactions to others, future thinking **45-50 Points**	Reflects solely on other's behavior without discussion of personal roles **20 Points**	Only reports observations as fact with no reflection **5 Points**
GRAMMAR	Clear and concise writing **15 points**	Wordy, run-on sentences, or few spelling errors **10points**	Numerous spelling, grammar errors **5 points**
TOTAL	*100 Points*	*45-55 Points*	*Under 25 Points*
MUST ANSWER 3 QUESTIONS, PER THE ASSIGNMENT FOR FULL CREDIT	Answers 3 questions, as required in the assignment	Only provides answers to 2 questions from the assignment, OR did not fully answer all subparts of the questions	Failed to answer 2 or more questions fully; OR did not answer any of the subparts to the questions answered.

Decision Memo Rubric

CATEGORIES	EXPLANATION	SCORE	COMMENTS
FORMAT	5 points total, 1 point per required item, 1. 2-3 pages(1000-1500 words) 2. 12pt Calibri font 3. Single Spaced 4. 1inch Margins 5. Name at Bottom of page	/5	
STYLE	Memo, with appropriate salutation and tone appropriate for recipient Memo heading (1) Salutation (1) Signature (1) Professional tone (2)	/5	
DECISION	Reference to group decision with inclusion of site location as outlined in negation outline (10), lease terms (5), potential positives of the site (5), potential negatives of the site (5)	/25	
ROLES	Clearly identified roles for and against the final decision- 25 points Any missing role results in subtraction of 5 points/role	/25	
DATA	Identification of data used to support the decision, including source (5), interpretation of data (5), and why it is applicable to the decision (5). Identification of data the group would like to collect to better select a lease site (5) and how it would help the decision (5).	/25	
GRAMMAR	Clear and concise writing- 15 points • Wordy, run-on sentences, or few spelling errors- 10points • Numerous spelling, grammar errors- 5 points • Poorly written, cannot be read- 0 points	/15	
TOTAL	Total score- 100 possible	/100	