

# Bioengineering Executive Summary Rubric

Instructor: Z. Maria Oden

Team Name: \_\_\_\_\_

		Cycle 2	Cycle 3	Cycle 4	Cycle 5
1.	Effectiveness of summary	/14			
2.	Quality of project background and context description	/8			
3.	Quality of design criteria and strategy description	/8			
4.	Quality of project status update	/10	/10		
5.	Professionalism	/10			
6.	Response to comments/ previous grading		/15		
	<b>TOTAL:</b>	<b>/50</b>	<b>/25</b>		

## Grading elements in Executive Summary

	Excellent (max pts)	Average (mid pts)	Poor (lowest pts)
Effectiveness of summary	Summary accurately and succinctly summarizes contents of report or Phase deliverables. Presents essential facts about project goals, methods, and status.	Summary may omit a few facts or provide an incomplete picture of the report or deliverables. Reader may be unclear as to project's goals, methods, or status.	Summary is incomplete, leaving reader puzzled about what the team is providing in its larger report. Goals, methods, and status are unclear or insufficiently described.
Quality of project background and context description	Team's mission, problem context, and problem statement are concisely and accurately described. Reader understands what problem the team is solving and why solving this problem is important.	Team's mission, problem context or problem statement are unclear or inadequately described. Reader may question the importance of this project.	Team's mission, problem context, and problem statement are missing or do not sufficiently describe the project's rationale or motivation. Reader is unclear about why this problem needs to be addressed.
Quality of design criteria and strategy description	Team offers concise description of primary design objectives. Team articulates the primary emphasis and thrust of its solution. Discussion ties team's work on the project to precise objectives to show how they relate to solving the problem.	Design objectives are unclear or incomplete <b>or</b> solution is not adequately described. Reader would like more information on how the team plans to tackle the problem and why it chose this approach.	Design objectives are weakly presented or nonexistent and/or solution is insufficiently described. Reader is unsure what the team is doing and why.
Quality of project status update	Team explains where work on the project stands today as reported in the Phase deliverables or report. Emphasizes essential facts, discoveries, or progress and describes future work planned. Summarizes final conclusions and recommendations (final report only).	Discussion of current status is incomplete. Reader would like more information on what the team has done or plans to do; report and phase deliverables may contain important information not reported in the summary.	Team fails to adequately discuss its current status. Reader is confused about what the team has done or plans to do.
Professionalism	Document is organized logically using appropriate paragraph breaks, bullet lists, or other formatting options to assist in "skimming." Document contains no more than one typed page. Team leads with assertions and provides clear forecasting sentences and transitions between paragraphs. Grammar/spelling is not distracting.	Document is more than one typed page <b>and/or</b> document contains some distracting formatting or grammar problems. Organization may not aid understanding or help readers skim the document. Writing (sentence structure and transitions) may fail to guide reader.	Transitions and other cues to guide reader are absent. Document may be incomplete, sloppily organized, or poorly written.
Response to comments and previous grading	Team has thoughtfully considered feedback and input from graders in prior cycles. Work in this cycle demonstrates team's effort actively improve the document, going above and beyond specific points called out by the grader.	Team has incorporated most of the specific changes made by graders, but revisions do not address deep or more substantive problems with the document.	Team has ignored grader feedback or taken only minimal steps to improve the document.