**Creating a Memorandum Rubric**

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

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Process** | | **Below Average** | **Satisfactory** | **Good - Excellent** |
|  |  |  |  |  |
| 1. | Used proper template and font. | 1, 2, 3 | 4, 5, 6 | 7, 8, 9, 10 |
|  |  |  |  |  |
| 2. | All required information was included. | 1, 2, 3 | 4, 5, 6 | 7, 8, 9, 10 |
|  | |  |  |  |
| 3.Work was neat and without mistakes | | 1, 2, 3 | 4, 5, 6 | 7, 8, 9, 10 |
|  | |  |  |  |
| 4. Student showed an overall understanding | |  |  |  |
| of the requirements and required little | | 1, 2, 3 | 4, 5, 6 | 7, 8, 9, 10 |
| supervision. | |  |  |  |
|  |  |  |  |  |
| 5. | Work completed in a timely manner. | 1, 2, 3 | 4, 5, 6 | 7, 8, 9, 10 |
|  |  |  |  |  |