**Business Information Management II – Planning and Implementing a Business** **Project**

**Project Interview Summary Rubric** **Assignment #3**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **20** | **15** | **10** | **5 or less** |
| Required | Report contains | Report | Report is | Report |
| Elements | all questions | addresses all | missing either | contains very |
|  | asked, detailed | elements but | questions | little |
|  | responses, and | contains short | asked, any | information. |
|  | interviewees | responses. | responses, or |  |
|  | assessment of |  | interviewees |  |
|  | project success. |  | assessment. |  |
|  |  |  |  |  |
| Mechanics | No grammatical | 1 grammatical | 1-2 | Several |
|  | or punctuation | or punctuation | grammatical or | grammatical or |
|  | errors in report. | error. | punctuation | punctuation |
|  |  |  | errors. | errors |
|  |  |  |  |  |
| Formatting | Report is | Report is | Report is | Report does |
|  | properly | missing one | missing two | not follow any |
|  | formatted with | formatting | formatting | formatting |
|  | double spacing, | element. | elements. | guidelines. |
|  | 1” margins, and |  |  |  |
|  | heading styles. |  |  |  |
|  |  |  |  |  |
| Content | Information in | Information | Information | Does not |
|  | report | demonstrates | shows spotty | understand |
|  | demonstrates | adequate | understanding | topic or |
|  | excellent | understanding | of topic | concepts |
|  | understanding | of topic |  | presented |
|  | of topic |  |  |  |
|  |  |  |  |  |
| Organization | Information is | Information is | Information is | Information is |
|  | very well- | organized but | organized but | unorganized |
|  | organized with | without | paragraphs | and difficult to |
|  | paragraph | paragraph | are not very | understand. |
|  | headings. | headings. | well-written |  |
|  |  |  |  |  |

Total Score \_\_\_\_\_\_\_\_

Maximum 100 Point