

WCEM-AP Project Report Evaluation Rubric: Candidate Name: _____

Evaluator Name: _____

Date: _____

Category	Good (10 pts)	Fair (8 pts)	Needs work (6 pts)	Weak (4 pts)	Nonexistent (0 pts)	Points
Title Page and Abstract	Includes all 4 specifications for paper title, writer's name, and correct file name with graduation month and year. Abstract is well-written and includes all 4 specifications for clearly explaining purpose, relevance, findings, and conclusions.	Includes 3 of 4 specifications for paper title, writer's name, and correct file name with graduation month and year. Includes 3 of 4 specifications for clearly explaining purpose, relevance, findings, and conclusions.	Includes 2 of 4 specifications for paper title, writer's name, and correct file name with graduation month and year. Includes 2 of 4 specifications for clearly explaining purpose, relevance, findings, and conclusions.	Includes 1 of 4 specifications for paper title, writer's name, and correct file name with graduation month and year. Includes 1 of 4 specifications for clearly explaining purpose, relevance, findings, and conclusions.	None of the title page specifications are met. None of the abstract specifications are met.	
Overview	Includes all 4 specifications for an introduction, purpose statement, EM challenges, and overview of sections of report.	Includes 3 of 4 specifications for introduction, purpose statement, EM challenges, and overview of sections.	Includes 2 of 4 specifications for introduction, purpose statement, EM challenges, and overview of sections	Includes 1 of 4 specifications for introduction, overview of sections, purpose statement, EM challenges, and overview of sections.	None of the overview specifications are met.	
Methodology	Methodology is well written and clearly describes what they planned to do, how they did it, and any related challenges.	Methodology is well written and describes 3 of the 4 elements of what they planned to do, how they did it, and any related challenges	Methodology is well written and describes 2 of the 4 elements of what they planned to do, how they did it, and any related challenges.	Methodology is well written and describes 1 of the 4 elements of what they planned to do, how they did it, and any related challenges.	None of the methodology specifications are met.	
Comments						

Category	Good (10 pts)	Fair (8 pts)	Needs work (6 pts)	Weak (4 pts)	Nonexistent (0 pts)	Points
Results/Finding	Author clearly describes the hypothesis or expectations, what happened, what was learned, and why the results happened.	Author clearly describes 3 of 4 elements of the hypothesis or expectations, what happened, what was learned, and why the results happened.	Author clearly describes 2 of 4 elements of the hypothesis or expectations, what happened, what was learned, and why the results happened.	Author clearly describes 1 of 4 elements of the hypothesis or expectations, what happened, what was learned, and why the results happened.	None of the results or findings specifications are met.	
Lessons Learned	Described, whether paper's purpose was achieved, impact to profession, and provide suggestions for future work or analysis of this issue, implications for whole community.	Described 3 of 4 elements for whether paper's purpose was achieved, impact to profession, and provide suggestions for future work or analysis of this issue, implications for whole community.	Described 2 of 4 elements for whether paper's purpose was achieved, impact to profession, and provide suggestions for future work or analysis of this issue, implications for whole community	Described 1 of 4 elements for whether paper's purpose was achieved, impact to profession, and provide suggestions for future work or analysis of this issue, implications for whole community.	None of the lessons learned specifications are met.	
Summary	Restates purpose statement, summarizes key points, provides clear transitions, and includes general conclusion sentence.	Provides 3 of 4 including restates purpose statement, summarizes key points, provides clear transitions, and includes general conclusion sentence.	Provides 2 of 4 including restates purpose statement, summarizes key points, provides clear transitions, and includes general conclusion sentence.	Provides 1 of 4 including restates purpose statement, summarizes key points, provides clear transitions, and includes general conclusion sentence.	None of the summary elements are provided.	
Comments						

5005.8.7: WCEM Advanced Professional Project Guidelines and Evaluation Rubric

Category	Good (10 pts)	Fair (8 pts)	Needs work (6 pts)	Weak (4 pts)	Nonexistent (0 pts)	Points
Content	Author substantiates claims with specific facts or illustrations and contributes to the topic with more than 1 example of his or her own critical analysis, supported by citations where necessary.	Author substantiates more than 50% of claims with specific facts and provides at least 1 example of his or her own critical analysis, supported by citations.	Author fails to substantiate more than 50% of claims OR his or her critical analysis is not supported by citations.	Author fails to substantiate any claim OR fails to provide his or her own critical analysis of the topic.	None of the content specifications are met.	
Citations/References	5 or more sources consisting of articles, management papers, association bulletins, internal documents, etc., and up to 2 interviews. They can have additional interviews, but they won't count as references.	At least 4 major references cited AND more than 75% of citations are free of errors.	At least 3 major references are cited OR less than 50% of citations are free of errors.	At least 2 major references are cited AND less than 25% of references are free of errors.	No major references are provided, AND no citation is formatted correctly.	
Formatting	Meets all 4 format specifications for margins, font, line spacing and page numbering.	Meets 3 of 4 format specifications for margins, font, line spacing and page numbering.	Meets 2 of 4 format specifications for margins, font, line spacing and page numbering.	Meets 1 of 4 format specifications for margins, font, line spacing and page numbering.	None of the formatting specifications are met.	
Mechanics	No major grammatical errors (sentence fragments, wrong word, unnecessary capitals, verb tense shifts, etc.) and no major errors in sentence structure, word usage, punctuation, or spelling.	Fewer than 2 major errors in grammar, and fewer than 2 major errors in sentence structure, word usage, punctuation, or spelling.	Fewer than 3 major errors in grammar, and fewer than 3 major errors in sentence structure, word usage, punctuation, or spelling.	Fewer than 4 major grammatical errors, fewer than 4 major errors in sentence structure, word usage, punctuation, or spelling.	More than 4 major grammatical errors, and more than 4 major errors in sentence structure, word usage, punctuation, or spelling.	
Total:						
Percentage:						