

Memo grading rubrics

Writing score (for the author)

0	No memo
1	<ul style="list-style-type: none"> • Irritating to read (spelling, grammar) • Nothing useful communicated
2	<ul style="list-style-type: none"> • Spelling or grammar are poor • Thoughts are disorganized • Supporting materials not easy to understand
3	<ul style="list-style-type: none"> • Rare errors in spelling or grammar • Reasonable organization • Lucid supporting materials
4	<ul style="list-style-type: none"> • Enjoyable, captivating read • Flawless thought organization • Superb figures, tables, etc.

Progress score (for the team)

0	No memo
1	<ul style="list-style-type: none"> • Progress is severely lacking • Team must seek help soon!
2	<ul style="list-style-type: none"> • Several goals not met this week • But not a recurring outcome
3	<ul style="list-style-type: none"> • Most goals seem to be met • Maybe a minor issue to address
4	<ul style="list-style-type: none"> • All goals seem to be met • Future success seems likely

Feedback: