Rubric for Final Team Report
Energy, Environment and Society

Please check: http://libraries.mit.edu/tutorials/general/write.html or the Mayfield Handbook in printed form available at the MIT Libraries. Section and page references are given below to the online and print versions, respectively.

Points (total: 150)

A. Final Report Content 80

Fully document your work!

See Mayfield on Consulting Reports (Section 2.4.5, pp. 95-105)

☐ 1 Executive Summary
☐ 2 Introduction
☐ 3 Project Rationale
☐ 4 Project Methodology
☐ 5 Data Summary and Analysis (Including assumptions)
☐ 6. Recommended Future Community Activities or Action Items
☐ 7. Conclusion
☐ References and Acknowledgements

B. Final Report Structure 30

☐ Executive Summary (Section 3.3 or p. 182)
  - Summarizes the project rationale, analytical methodology, findings and recommendations in about one page
  - Includes findings and recommendations while summarizing all other main points (i.e., project rationale, methodology, data summary and analysis
  - Is aimed at stakeholders without specific expertise in the field

☐ Introduction (Section 3.4.1 or p. 185-186)
  - Title hints at project and its recommendations
  - Introduction ends with report’s thesis (Section 1.2 or pp. 8-12)
  - Provides keyword evidence of the key points (Section 1.6 or p. 24)

☐ Body (Section 2.3 or pp. 49-50)
  - Each key point begins with a transitional paragraph or sentence using a keyword from the introduction to lead the reader into the main paragraphs.
  - Each paragraph is unified and well-developed (Section 5.1 or pp. 229-240)
  - Main points are supported logically and adequately by objective data
  - Figures illustrate points clearly and accurately (Section 4 at pp. 203-226)
  - Any tables provide information clearly and accurately (Section 4 at p. 207)
  - Equations are numbered and part of the text (Section 9.8 or pp. 318-319).
Conclusion (Section 3.4.10 or pp. 197-198)
- Summarizes main points
- Reflects on findings and recommendations
- Puts recommendations into larger community context

C. Grammar and Mechanics  20

Sentence structure (Section 6 at pp. 243-264)
- Complete sentences (Section 6.4 at pp. 247-248)
- Minimal use of passive voice (Section 6.2.1 at p. 244)
- Parallelism observed (Section 6.9 at pp. 259-260)
- No misplaced or dangling modifiers (Sections 6.11-6.12 at pp. 261-264)
- No run on sentences (Sections 6.5-6.6 at pp. 248-248-250)

Language
- Clear, concise and economical (Section 7 at pp. 277-284)
- Effective pronoun referents and cases (Sections 6.17-6.18 at pp. 271-275)
- Words like “you” and “I” are avoided
- Diction is formal (slang and colloquialisms are avoided)

Other potential grammar issues to be avoided include:
- Inappropriate shifts in voice, mood, person or tense (Section 6.15 at pp. 267-269)
- Other verb tense issues (Section 6.16 at pp. 269-271 and Section 11.3.6.1 especially at p. 398 – split infinitive)
- Lack of agreement (Section 6.8 at pp. 250-256)
- Misspelling (Section 9.9 at p. 319)
- Punctuation errors (Section 8 at pp. 287-305)

D. Documentation and Professionalism  20

Cite your sources!
Although no citation style is specified for the course, the American Institute of Physics style has been recommended. It is available at http://www.aip.org/pubservs/style/4thed/toc.html. For other appropriate formal documentation styles, see the Mayfield Handbook (Section 10.8 or pp. 325-374).

Bulleted points use bold slugs (in title case) appropriately for emphasis.
Text uses one-inch margins and 12-point fonts
Pages are numbered in the upper right hand corner with the page number following the author’s last (i.e., family) name (e.g. Doe 7).
Title page includes student’s name, date of submission, name of course and title of paper, with the latter in title case. See Mayfield Section 2.4.6, p. 96.
Text is double spaced and paragraphs are indented ½ inch
Figures & tables are numbered, have captions (title case) – (Sec 4 or pp. 201-226).
Figure labels appear below figures, but each figure is introduced in the text before it appears in the paper (Section 4.3 at pp. 224-226).
Table labels appear above the tables, but each table is introduced in the text before it appears in the paper (Section 4.3 at pp. 224-226).
Be sure that numbers in tables are calculated correctly. Be equally careful that text references to and numeric values in tables or figures are internally consistently. Round to nearest significant figure.