Training Report Rubric

CRITERIA	Excellent	Good	Fair	Poor
Organization	Information is very organized with well-constructed paragraphs and subheadings.	Information is organized with well-constructed paragraphs and subheadings.	Information is organized, but paragraphs are not well-constructed.	The information appears to be disorganized.
Amount of Information	All topics are addressed, and all questions answered with at least 2 sentences about each.	All topics are addressed, and most questions answered with at least 2 sentences about each.	All topics are addressed, and most questions answered with 1 sentence about each.	One or more topics were not addressed.
Quality of Information	Information clearly relates to the main topic. It includes several supporting details, examples and/or calculations.	Information clearly relates to the main topic. It provides 1-2 supporting details, examples and/or calculations.	Information clearly relates to the main topic. No details, examples and/or calculations are given.	Information has little or nothing to do with the main topic.
Diagrams & Illustrations	Diagrams and illustrations are neat, accurate and add to the reader\'s understanding of the topic.	Diagrams and illustrations are accurate and add to the reader\'s understanding of the topic.	Diagrams and illustrations are neat and accurate and sometimes add to the reader\'s understanding of the topic.	Diagrams and illustrations are not accurate OR do not add to the reader\'s understanding of the topic.
Sources	All sources (information and graphics) are accurately documented in the desired format.	All sources (information and graphics) are accurately documented, but a few are not in the desired format.	All sources (information and graphics) are accurately documented, but many are not in the desired format.	Some sources are not accurately documented.
Plagiarism	Less than 30%	Between 30% and 40%	Between 40% and 50%	More than 50%

Evaluation Form

# of student	1	2	3	4	5
Student name					
Student ID					
Organization					
Amount of Information					
Quality of Information					
Diagrams & Illustrations					
Sources					
Plagiarism					
Total					

Evaluator name/ Academic Supervisor: