

The assignment will be graded using the following rubric:

Points: 50	Assignment 4: Informative Report – Draft				
Criteria	Unacceptable Below 60% F	Meets Minimum Expectations 60-69% D	Fair 70-79% C	Proficient 80-89% B	Exemplary 90-100% A
1. Ensure the document is clear and brief. Weight: 20%	Did not submit or incompletely ensured the document is clear and brief.	Insufficiently ensured the document is clear and brief.	Partially ensured the document is clear and brief.	Satisfactorily ensured the document is clear and brief.	Thoroughly ensured the document is clear and brief.
2. Exercise logic in your design, including placement of headers and graphics. Weight: 20%	Did not submit or incompletely exercised logic in your design, including placement of headers and graphics.	Insufficiently exercised logic in your design, including placement of headers and graphics.	Partially exercised logic in your design, including placement of headers and graphics.	Satisfactorily exercised logic in your design, including placement of headers and graphics.	Thoroughly exercised logic in your design, including placement of headers and graphics.
3. Use appropriate language for the audience and purpose. Weight: 20%	Did not submit or incompletely used appropriate language for the audience and purpose.	Insufficiently used appropriate language for the audience and purpose.	Partially used appropriate language for the audience and purpose.	Satisfactorily used appropriate language for the audience and purpose.	Thoroughly used appropriate language for the audience and purpose.
4. Follow the steps identified in the textbook. Weight: 20%	Did not submit or incompletely followed the steps identified in the textbook.	Insufficiently followed the steps identified in the textbook.	Partially followed the steps identified in the textbook.	Satisfactorily followed the steps identified in the textbook.	Thoroughly followed the steps identified in the textbook.
5. Cite source(s), including any graphics. Weight: 10%	Did not submit or incompletely cited sources, including any graphics.	Insufficiently cited sources, including any graphics.	Partially cited sources, including any graphics.	Satisfactorily cited sources, including any graphics.	Thoroughly cited sources, including any graphics.
6. Clarity, writing mechanics, and formatting requirements Weight: 10%	More than 8 errors present	7-8 errors present	5-6 errors present	3-4 errors present	0-2 errors present