

# 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

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- ❑ 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

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- ❑ 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.