Scoring Rubric for Program Outcome

4b) An ability to communicate effectively (written)

Level 5 performance characterized by:
- Articulates ideas clearly and concisely
- Organizes written materials in a logical sequence to enhance the reader’s comprehension (paragraphs, subheading, etc.)
- Uses graphs, tables, and diagrams to support points—to explain, interpret, and assess information
- Written work is presented neatly and professionally
- Grammar and spelling are correct
- Figures are all in proper format
- Uses good professional writing style
- Conforms to the prescribed format (if any)

Level 3 performance characterized by:
- Articulates ideas, but writing is somewhat disjointed, superfluous or difficult to follow
- Material are generally organized well, but paragraphs combine multiple thoughts or sections and sub-sections are not identified clearly
- Uses graphs, tables, and diagrams, but only in a few instances are they applied to support, explain or interpret information
- Work is not neatly presented throughout
- One or two spelling/grammar errors per page
- Figures are present but are flawed—axes mislabeled, no data points, etc
- Style is informal or inappropriate, jargon is used, improper voice, tense …
- The prescribed format is only followed in some portions of the paper

Level 1 performance characterized by:
- Text rambles, points made are only understood with repeated reading, and key points are not organized
- Little or no structure or organization; no subheadings or proper paragraph structure used
- Graphs, tables or diagrams are used, but no reference is made to them
- Work is not presented neatly
- Spelling/grammar errors present throughout more than 1/3 of the paper
- No figures or graphics are used at all
- The writing style is inappropriate for the audience and for the assignment
- The prescribed format is not followed