4.07 Officer Tip Sheet Rubric (50 Points)

Student Name:

| **Category** | **(9-10 pts)****Excellent** | **(7-8 pts)****Good** | **(4-6 pts)****Almost** | **(0-3 pts)****Needs Improvement** | **Your Score and Comments** |
| --- | --- | --- | --- | --- | --- |
| **Attractiveness & Organization** | Has exceptionally attractive formatting and well-organized information. Created using digital program. | Has attractive formatting and well-organized information. | Has well-organized information. | The formatting and organization of material are confusing to the reader. Not in digital format. | **/ 10****Comments:** |
| **Content – Accuracy** | Has all of the required information and some additional information | Has all of the required information. | Has most of the required information  | Has little of the required information.  | **/ 10****Comments:** |
| **Writing - Mechanics** | Capitalization and punctuation are correct throughout the tip sheet. | Most of the capitalization and punctuation are correct throughout the tip sheet. | Some of the capitalization and punctuation are correct throughout the tip sheet. | Most of the capitalization and punctuation are not correct throughout the tip sheet. | **/ 10****Comments:** |
| **Graphics/****Pictures** | The graphics go well with the text and there is a good mix of text and graphics. | The graphics go well with the text, but there are so many that they distract from the text. | The graphics go well with the text, but there are too few. | The graphics do not go with the accompanying text or appear to be randomly chosen. | **/ 10****Comments:** |
| **Sources** | There are many citations from a variety of sources accurately listed on the tip sheet. | There are some citations from a variety of sources accurately listed on the tip sheet. | There are a few citations accurately listed on the tip sheet. | Incomplete citations are listed on the tip sheet. | **/ 10****Comments:** |
| **Overall Score:** | **/ 50 points** |
| **Overall Comments:** |