

The University of Findlay
Honors Program
Written Document Rubric

Criteria	0	1	2	3
Content	No introduction; A few to no major points explained and/or unclear ; No conclusion	Vague introduction without objectives; Some major points clearly explained; Vague conclusion	Clear introduction with some objectives; Most major points clearly explained; Complete conclusion	Clear introduction with objectives; All major points thoroughly explained & insightful; Complete conclusion
Organization	Disorganized; No focus or structure	Minimally organized; Rudimentary structure	Somewhat organized; Logical sequence of ideas with some good transitions	Well organized; Logical structure with skillful transitions
Language Use	Uses language that is incoherent or inappropriate	Uses imprecise or somewhat unsuitable language; Correct sentence development some of the time.	Appropriate use of language with some sense of purpose; Correct sentence development most of the time.	Sophisticated & engaging use of language to enhance meaning; Correct sentence development.
Conventions (i.e., spelling, punctuation, capitalization, paragraph formation, grammar etc.)	Minimal to no control of conventions; difficulty with comprehension	Partial control of conventions; some difficulty with comprehension	Control of most conventions; minimal errors that do not hinder comprehension	Control of conventions with no errors
Overall Presentation	Provides no connection with the task and the final product	Provides a basic analysis; little connection with the task and the final product	Provides a clear analysis; some connection with the task and the final product	Provides in-depth analysis; insightful connection with the task and the final product