**Briefing Rubric**

**Explanation:** The brief should be directed toward stakeholders in your research project. This means that, while your writing should demonstrate scientific professionalism, it should not contain a large amount of discipline-specific jargon.

*If using specification grading, I suggest making a separate rubric for the creation of the briefing itself and the scientific analysis of what experiment they performed*

*A briefing written at the satisfactory level will demonstrate the following* ***creativity*** *characteristics:*

|  |  |  |
| --- | --- | --- |
|  | **Satisfactory** | **Unsatisfactory** |
| Title | Short and relevant to research findings | Not relevant to research findings; missing |
| Summary | Clear and concise; provides overview of results without needing to read the entire document; highlights importance of the work | Not clear and/or overly wordy; does not provide reader with overview; importance of the work missing |
| Key points and findings | Summarizes key points of the analysis | Missing key points; extra information provided (i.e. the *how* the analysis was done) |
| Introduction | Addresses why the topic is important and of interest; answers what the goals of the research were; written to capture interest | Missing why the topic is important and/or does not address research goals; author does not attempt to capture interest |
| Body (main text) | Keeps detail to what the reader needs to know, clear and concise; explains the key points and overview provided above; figures/tables/illustrations are used to help guide the reader | Information presented is not easy to understand; lacking explanation of the key points; large amounts of text used in place of figure/table/illustration |
| References (as needed) | References presented in ACS formatting; majority of references have been included as superscripts were requires | References not in ACS formatting; a majority of statements are not appropriately referenced |
| Professional writing  (Written option only) | Writing appropriate for the profession; few grammatical errors of typos | Many grammatical errors; lack of professionalism in writing |
| Presentation  (Recorded option only) | Speech is professional and slides contain few grammatical errors; information presented in a clear, concise manner (~ 5 min) | Speaker uses slang or many colloquialisms; information not relayed in a concise manner; hard for the listener to follow |

*A briefing written at the satisfactory level will demonstrate the following* ***scientific*** *characteristics:*

|  |  |  |
| --- | --- | --- |
|  | **Satisfactory** | **Unsatisfactory** |
| Experiment tasks |  |  |
| Experiment tasks |  |  |
| Experiment tasks |  |  |
| Experiment tasks |  |  |