

SUMMER PRACTICE REPORT
Grading Rubric

Name of the student: _____

Company: _____

| Content | Description | Grade |
|------------------|---|--------------|
| Part I. | General information about the company Management & Organization | (out of 20) |
| Part II. | Information about the department tasks/duties conducted (with reference to weekly notes) | (out of 40) |
| Part III. | Positive and negative experiences Contributions of the summer practice Your contributions & recommendations | (out of 30) |
| Format | Please see the rubric on the next page. | (out of 10) |
| Total | | |

Please make sure your report adheres to the format standards stated in the following written communication evaluation rubric.

Content and task fulfillment (critical issues and questions to be supplied by the guidelines)

- | |
|--|
| 1. Document states the purpose |
| 2. Document fulfills the content expectations specified by the guidelines (i.e., description of the issue, background information, key considerations, ending, etc.) |

Clarity and justification

- | |
|---|
| 3. Writing is precise/to the point |
| 4. Document sustains reader's attention |
| 5. Ideas are logically developed and justified |
| 6. Sentences and paragraphs are logically organized and connected |

Format

- | |
|---|
| 7. Document adheres to an appropriate format (specified by the guidelines) |
| 8. Document is accurately and professionally formatted specified by the guidelines (i.e. adequate spacing between paragraphs, spacing, indentation and margins) |

Written business language proficiency

- | |
|---|
| 9. Document uses a range of advanced level formal vocabulary accurately |
| 10. Document uses business jargon/terminology |
| 11. Document is free from grammatical errors |
| 12. Language is audience appropriate |

Information display (if applicable as requested by the guidelines)

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|---|
| 13. The information is displayed adequately with appropriate techniques (e.g., graphs, tables, figures) |
| 14. Information is presented clearly (e.g., clear titles, labels, appropriate values, notations) |
| 15. Displays are connected with the relevant ideas in the body of the document |