

FSG 631 – RUBRIC FOR ASSESSMENT OF WRITTEN RESEARCH PROPOSAL (Mark: 40%)

	CRITERIA	MARKS				Total (%)
		Excellent(4)	Good (3)	Average(2)	Unacceptable (1)	
<b>Overall Structure, Organization and Quality</b>						
1.	<b>Format, Clarity and Neatness</b>	Correctly formatted. All sections included. Very clear. Very neat.	Correctly formatted. One or two sections missing. Clear. Neat.	Incorrectly formatted. Some sections missing. Partially clear. Partially neat.	Not adhering to format. Too many sections missing. Unclear at all. Not neat at all.	<b>4</b>
2.	<b>Language, spelling, grammar and syntax</b>	No spelling or grammatical errors.	1-3 spelling or grammatical errors.	Quite a few spelling or grammatical errors.	Too many spelling or grammatical errors.	<b>4</b>
3.	<b>Table of content</b>	Complete, correct and clear.	Nearly complete, correct and clear.	Partially complete, correct and clear.	Not complete, incorrect and unclear at all.	<b>4</b>
<b>Introduction</b>						
4.	<b>Objectives</b>	Very well written. Very suitable level of challenge.	Well written. Suitable level of challenge.	Partially clear, or too simple.	Not clear at all.	<b>4</b>
5.	<b>Problem statement</b>	Very well written. Very clearly defined. Achievable.	Well written. Clearly defined. Achievable.	Partially clear. Not well defined, over or underestimate statement.	Not clear at all. Unachievable.	<b>4</b>
<b>Literature Review</b>						
6.	<b>Coverage and Depth</b>	Very well synthesized. Adequate material. Very good understanding	Well synthesized. Adequate material. Good understanding.	Partially adequate, some topics omitted, lack depth.	Inadequate material, too many topics omitted, lack depth.	<b>4</b>
7.	<b>Accuracy of content and Relevancy</b>	All materials are accurate. All relevant.	Materials are mostly accurate. 90% relevant.	A few misinterpretation /erroneous data. Partially relevant.	Inaccurate, lacks understanding. Totally irrelevant info.	<b>4</b>
<b>Materials and Methods</b>						
8.	<b>Experimental designs/ Workflow</b>	All appropriate. Logical, correct flow of work.	Mostly appropriate. One or two steps not in sequence.	Few are not appropriate. A few steps not in sequence.	Not appropriate at all. Haphazard, steps out of sequence.	<b>4</b>
9.	<b>Description of methods &amp; Correctness</b>	Very clearly stated. Enough information included. Very easy to understand. No technical errors.	Clearly stated. One or two essential information missing. Easy to understand. Very little technical errors.	Partially clear. A few essential information missing. Quite hard to understand. Quite a few technical errors (>3).	Incomplete. Too many info missing. Very hard to understand. Unacceptable level of technical errors	<b>4</b>
<b>References</b>						
10	<b>Format and Number of Journals</b>	All formatted correctly. Uses many recent, professional, appropriate sources.  All cited references are listed in reference list.  More than 25 refs.	One or two incorrect formatting Uses few recent, professional, appropriate sources.  Missing 1 reference citation from reference list or text.  24 – 20 refs	Some incorrect formatting. 3 - 4 recent, professional, appropriate sources.  Missing few references citation from reference list or text.  6 – 19 refs	All wrong format. No recent, not professional, not appropriate sources.  Missing too many references citation from reference list or text.  < 12 refs	<b>4</b>
						<b>40</b>

**FSG 631 – RUBRIC FOR EVALUATING STUDENT’S COMMITMENT AND EFFORT  
FOR SUPERVISOR (Mark: 15%)**

	CRITERIA	MARKS			MARKS (%)
		1	2	3	
1.	<b><i>Initiative and resourcefulness</i></b>	Show little originality of ideas. Relies on supervisor.	Some degrees of originality. Initiate little dialogue and request feedback.	High degree of originality. Self-motivated and knowledgeable.	<b>3</b>
2.	<b><i>Enthusiasm, attitude and rapport.</i></b>	Solemn expression. No effort.	Actively engaged. Shows some evidence of efforts.	Attending to task at hand.	<b>3</b>
3.	<b><i>Preparation, organization and information gathering.</i></b>	Fails to plan assignment dates and tasks. Not prepared.	Meet with supervisor to discuss tasks. All materials are organized.	Initiates meeting with supervisor. Well prepared. Prepares advanced information and tasks.	<b>3</b>
4.	<b><i>Frequency of meeting with supervisor.</i></b>	< 4 times per month	4 times per month	> 4 times per month	<b>3</b>
5.	<b><i>Communication skill</i></b>	Poor. Communication, which is rarely clear, coherent, and concise	Good. Communication, which is sometimes clear, coherent, and concise	Excellent. Communication, which is clear, coherent, and concise.	<b>3</b>
				<b>TOTAL</b>	<b>15</b>