Guidelines

* Completion
* All questions (including all parts) are answered.
* Answers contain sufficient detail and include examples when appropriate.
* Bibliography is included at the end of the question.
* Concepts
* Answers show student completely understands mathematical concepts.
* This understanding is reflected in the report, i.e., what is written makes sense mathematically and grammatically.
* Grammar
* Report contains no grammatical and spelling errors.
* Report is written in a clear, organized, and coherent manner.
* Format
* The correct font and font size are used (Times New Roman 12).
* Report is double-spaced.
* Questions must be included in the report in bold font and typed in at the appropriate point in the report.
* All mathematics text and symbols are typed in a mathematically correct fashion with appropriate fonts and spacing.
* Report includes page numbers.
* Formats should be consistent throughout report, e.g., the type of indenting should be the same, the same font should be used for the symbols such as etc.

Each of the categories will be given a grade of 1 through 4 according to the guidelines given in the rubric below. The weights of each category are:

Completion – 7

Concepts – 8

Grammar – 5

Format – 5

The total score for a draft is found by taking the sum of the products of the weight and grade for each category, with a maximum score of 100 possible. For example, a score of 3 for completion, 4 for concepts, 3 for grammar and 2 for format yields a total score of  A draft with a total score of 91 or higher does not have to be resubmitted, although any final suggestions should be addressed in the report submitted to department faculty. When you have received a score of 91 or higher on at least four of the questions, you may schedule your presentation.

