

**Scoring Rubric for COS 301 Technical Writing**  
**Base Score 8.0 / 10 (All Acceptable).**

All bullet points in Acceptable must be met. Bullet points in other categories are examples with an implied “or.” To be exceptional, work must meet all acceptable criteria and then go beyond in one or more ways.

<b>Item</b>	<b>Exceptional (+0.25)</b>	<b>Acceptable (+/- 0)</b>	<b>Needs Work (-0.5)</b>	<b>Unsatisfactory (-1.0)</b>
Content	<ul style="list-style-type: none"> <li>◆ Writing covers designated topics very well and maintains reader interest with a logical coherent flow</li> <li>◆ Clear and concise</li> <li>◆ Uses analogy, humor, or references to other fields to make a point</li> </ul>	<ul style="list-style-type: none"> <li>◆ Covers designated topics, but coverage may be a little uneven</li> <li>◆ Clear but may lack conciseness</li> <li>◆ Technically accurate</li> <li>◆ Appropriate to target audience</li> </ul>	<ul style="list-style-type: none"> <li>◆ Paper contains repetitions and redundancies.</li> <li>◆ Gaps in coverage</li> <li>◆ Inappropriate to target audience</li> <li>◆ Some technical inaccuracies or misunderstandings</li> </ul>	<ul style="list-style-type: none"> <li>◆ Insufficient writing to show that criteria are met.</li> <li>◆ “Laundry list” of items</li> <li>◆ Technical coverage indicates lack of understanding</li> <li>◆ Excessive reliance on direct quotes</li> </ul>
Support	<ul style="list-style-type: none"> <li>◆ All major points are developed and supported by examples, explanation, citations, direct quotes, arguments, figures, tables and/or graphs.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Major points are developed and supported; some points may be less developed than others</li> <li>◆ Support includes explanations and arguments in student’s own words as well as quotes and citations.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Some key points are developed and supported; some may be general and some may lack depth.</li> <li>◆ Supporting evidence is minimal and/or not easily interpreted.</li> <li>◆ Supporting evidence is only in the form of citations or quotes.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Insufficient or repetitious writing that fails to develop key points.</li> <li>◆ Lacks supporting evidence or supporting evidence is unrelated to key points.</li> </ul>
Organization	<ul style="list-style-type: none"> <li>◆ Structure is clear, appropriate and effective.</li> <li>◆ All paragraphs are appropriate and purposeful.</li> <li>◆ Coherence (paragraph to paragraph) and cohesion (sentence to sentence) are effectively demonstrated throughout paper.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Structure is clear and appropriate to purpose.</li> <li>◆ Paragraphs are organized appropriately with topic sentence followed by supporting sentences and (if appropriate) a concluding sentence.</li> <li>◆ Coherence (paragraph to paragraph) and cohesion (sentence to sentence) are demonstrated with appropriate transitions.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Structure is evident, but inappropriate transitions disrupt the progression of ideas.</li> <li>◆ Disproportionate attention to some topics or scanty attention to others</li> <li>◆ Has coherence (paragraph to paragraph) but lacks cohesion (sentence to sentence) or vice versa.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Structure is missing or attempted but not obvious to the reader.</li> <li>◆ Inappropriate use of paragraphs</li> <li>◆ Little structure within paragraphs.</li> </ul>
Format	<ul style="list-style-type: none"> <li>◆ Professional appearance</li> </ul>	<ul style="list-style-type: none"> <li>◆ All required parts present</li> <li>◆ Follows format specifications with at most minor deviations</li> </ul>	<ul style="list-style-type: none"> <li>◆ One or more required parts is missing</li> <li>◆ Significant deviations from format specifications</li> </ul>	<ul style="list-style-type: none"> <li>◆ Minimal conformance to requirements</li> </ul>

### COS 301 Scoring Rubric for Writing Mechanics

Item	Exceptional (+0.25)	Acceptable (+/- 0)	Needs work (-0.5)	Unsatisfactory (-1.0)
Sentences and paragraphs	<ul style="list-style-type: none"> <li>◆ Uses sophisticated sentence patterns.</li> <li>◆ Paragraphs are highly cohesive</li> <li>◆ Arguments are well-expressed and persuasive</li> </ul>	<ul style="list-style-type: none"> <li>◆ Sentences are structurally and grammatically correct.</li> <li>◆ Paragraph structure shows sequence of events/ideas.</li> <li>◆ Coherent paragraphs with clear topic sentence.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Sentence structure is mostly correct, but sentences contain awkward or ungrammatical phrasing</li> <li>◆ Some disorganized or incoherent paragraphs</li> <li>◆ Some paragraphs are too long and/or some paragraphs are too short</li> </ul>	<ul style="list-style-type: none"> <li>◆ Sentences do not make sense.</li> <li>◆ Lacks paragraphs</li> <li>◆ Uses laundry lists</li> </ul>
Word choice	<ul style="list-style-type: none"> <li>◆ Words are used correctly and precisely.</li> <li>◆ Rich but not ostentatious vocabulary</li> <li>◆ Writing indicates mastery of technical concepts</li> </ul>	<ul style="list-style-type: none"> <li>◆ Acceptable vocabulary.</li> <li>◆ Technical terms are used appropriately and accurately</li> </ul>	<ul style="list-style-type: none"> <li>◆ Informal vocabulary</li> <li>◆ Minor inaccuracies in use of technical terms</li> </ul>	<ul style="list-style-type: none"> <li>◆ Incorrect usage of technical terms indicating lack of understanding</li> <li>◆ Excessive informality</li> </ul>
Spelling and Punctuation	<ul style="list-style-type: none"> <li>◆ A range of punctuation, including commas, colons and semicolons is used effectively.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Spelling is correct.</li> <li>◆ A most a few errors in the use of periods, commas and capitalization</li> </ul>	<ul style="list-style-type: none"> <li>◆ Frequent spelling errors.</li> <li>◆ Frequent punctuation errors.</li> <li>◆ Incorrect capitalization</li> </ul>	<ul style="list-style-type: none"> <li>◆ Spelling errors interfere with understanding.</li> <li>◆ Insufficient or lacking punctuation.</li> </ul>
Citations and References	<ul style="list-style-type: none"> <li>◆ Annotations are informative and interesting</li> <li>◆ Citations in text indicate thorough usage of cited material</li> </ul>	<ul style="list-style-type: none"> <li>◆ Correct citation format in text and bibliography</li> <li>◆ Citations are used where appropriate</li> <li>◆ Brief annotations</li> </ul>	<ul style="list-style-type: none"> <li>◆ Incorrect citation format</li> <li>◆ Citations in body are rare</li> <li>◆ Annotations are missing or are not meaningful</li> </ul>	<ul style="list-style-type: none"> <li>◆ Lacks references</li> <li>◆ References listed are not cited</li> </ul>

### Program Grading

Item	Exceptional (+0.25)	Acceptable (+/- 0)	Needs work (-0.5)	Unsatisfactory (-1.0)
Programming Assignment	<ul style="list-style-type: none"> <li>◆ Program exceeds specifications</li> <li>◆ Program code is clearly of professional quality</li> </ul>	<ul style="list-style-type: none"> <li>◆ Output mostly correct and conforms to assignment</li> <li>◆ Program demonstrates assigned specifications and language features</li> </ul>	<ul style="list-style-type: none"> <li>◆ Output is incorrect</li> <li>◆ Significant mismatch with specifications</li> </ul>	<ul style="list-style-type: none"> <li>◆ Program is missing</li> <li>◆ Program is unrelated to specifications</li> <li>◆ Program is not your own work</li> </ul>