

King Group Report Rubric

Name: _____

Date: _____

	excellent — 25	good — 21	satisfactory — 17	needs improvement — 13
summary (25%)	Hand-written summary clearly describes what was done and what was learned. Spectra or data cited for comparison where relevant.	Summary describes what was done and the main outcomes. Data comparisons are present.	Summary describes the experiments performed.	Summary is incomplete, absent, or difficult to follow.
notebook & productivity (35%)*	Clear, accurate, dated notes sufficient for reproduction. Complete sentences describe the aim/hypothesis and conclusions for each experiment. TOC is up to date. Productive work documented all days and non-bench days noted.	Clear, accurate, dated notes sufficient for reproduction. TOC is up to date. Productive work documented most days and non-bench days noted..	Accurate, dated notes sufficient for reproduction. Work documented some days.	Incomplete documentation of experiments or few days of documented work.
data management (25%)	Report archived. All digital data (NMR spectra, isotherms, TLC plate photos, etc.) archived per guidelines. Original and open formats both saved. Notebook pages for completed experiments scanned and stored. README files complete.	Report archived. Essential digital data archived per guidelines. README files in place.	Report archived. Some digital data archived per guidelines. README files in place.	Data storage incomplete or metadata missing.
inspection form (15%)	Completed accurately and truthfully. All items affirmative.	Completed accurately and truthfully. Most items affirmative.	Accurate but incomplete. Many items affirmative.	Missing, inaccurate, or many items answered in the negative.
total _____ (A: 100–91; B: 90–81; C: 80–71; D: 70–55; F: not submitted) <i>* Note non-bench days: illness, exam grading, teaching lab sections, literature review weeks.</i>				
comments:				