

SUTD IDC UROP: FINAL REPORT RUBRICS

Category	Exceeds Standard	Meets Standard	Nearly Meets Standard	Does Not Meet Standard	Score			
					4	3	2	1
Title Page	<ul style="list-style-type: none"> ▪ Title ▪ Students' Name, ▪ Faculty Mentor's Name, ▪ Project Period, ▪ Project Funding, ▪ Date, ▪ Neatly finished-no errors 	Evidence of 4	Evidence of 3	Evidence of 2 or less	4	3	2	1
Abstract	<ul style="list-style-type: none"> ▪ States the topic of the report ▪ Outlines the most important findings of the investigation ▪ States the key conclusions 	<ul style="list-style-type: none"> ▪ States the topic of the report ▪ Outlines some findings of the investigation ▪ States the key conclusions 	<ul style="list-style-type: none"> ▪ States the topic of the report ▪ Outlines little findings of the investigation ▪ States the key conclusions 	Evidence of 1 or less	4	3	2	1
Introduction	The introduction is engaging, states the main topic and previews the structure of the paper.	The introduction states the main topic and previews the structure of the paper.	The introduction states the main topic but does not adequately preview the structure of the paper.	There is no clear introduction or main topic and the structure of the paper is missing.	4	3	2	1
Methodology	<ul style="list-style-type: none"> ▪ Introduce the overall methodological approach for investigation ▪ Indicate how the approach fits the overall research design ▪ Describe the specific methods of data collection ▪ Explain the intend / plan to analyze the results ▪ Provide background and a rationale for methodologies that are unfamiliar for readers ▪ Provide a justification for subject selection and sampling procedure ▪ Describe potential limitations 	Evidence of 4	Evidence of 3	Evidence of 2 or less	10	8	5	3

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Results	<ul style="list-style-type: none"> ▪ An introductory context for understanding the results by restating the research problem ▪ A summary of key findings arranged in a logical sequence that generally follows your methodology section ▪ Inclusion of non-textual elements, such as, figures, charts, photos, maps, tables, etc. to further illustrate key findings, if appropriate. ▪ A systematic description of results, highlighting for the reader observations that are most relevant to the topic under investigation. 	Evidence of 3	Evidence of 2	Evidence of 1 or less	10	8	5	3
Discussion	<ul style="list-style-type: none"> ▪ Reiterate the research problem / State major findings ▪ Explain the meaning of the findings and why they are important ▪ Relate the findings to similar studies ▪ Consider alternative explanations of the findings ▪ Acknowledge the study's limitations ▪ Make suggestions for further research 	Evidence of 4	Evidence of 3	Evidence of 2 or less	10	8	5	3
Conclusion	The conclusion is engaging and provides an overall assessment of the project.	The conclusion provides an overall assessment of the project.	The conclusion does not adequately provide an overall assessment of the project.	Incomplete and/or unfocused	4	3	2	1
Structure <ul style="list-style-type: none"> • Organisation of thought • Flow of thought • Transitions • Format 	<ul style="list-style-type: none"> ▪ Report is logically organized ▪ Easily followed ▪ Effective, smooth, and logical transitions ▪ Professional format 	<ul style="list-style-type: none"> ▪ Report has a clear organizational structure with some digressions, ambiguities or irrelevances ▪ Easily followed ▪ Basic transitions ▪ Structured format 	<ul style="list-style-type: none"> ▪ There is some level of organization though digressions, ambiguities, irrelevances are too many ▪ Difficult to follow ▪ Ineffective transitions ▪ Rambling format 	<ul style="list-style-type: none"> ▪ There is no apparent organization to the paper. ▪ Difficult to follow ▪ No or poor transitions ▪ No format 	4	3	2	1
Total								