

RUBRIC TEMPLATE



Instructions to create the rubric:

1. List the criteria that are related to the Student Learning Outcomes and Program Competencies that you wish to measure in the first column.
2. Create a description of what each criterion looks like at the highest Capstone 4 level.
3. Create a description of what each criterion looks like at the lowest Benchmark 1 level.

Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet benchmark (cell one) level performance.

Criteria	Capstone 4	Milestones		Benchmark 1
		3	2	

Instructions to apply the rubric to score student's work samples (artifacts):

1. Examine the students' work sample.
2. Examine the criteria of the rubric and read the descriptor for the level 4.
3. Ask yourself, "is there enough information contained in the work sample to score for each criterion?" If no, select N/A for the criteria.
4. If there is enough information contained in the artifact to score for the criteria, follow the next procedures.
5. Look over the artifact, and ask yourself, "is this work indicating a level 4 for the indicated criteria?" If yes, award the 4.
6. If no, read the descriptor for the level 1 of the criteria. Ask yourself, "is this work indicating the level 1 for the criteria?"
7. If no, ask yourself, "Which side of the rubric does this work sample come closest to, the 4 or the 1?" If it is closest to the descriptors provided for a 4, then select the score of a 3. If it is closest to the descriptors provided for the 1, then enter the score of 2.
8. Continue to score all the criteria or select NA where appropriated.
9. Repeat the process for each of the work samples.