

BE-300 Logbook Attributes and Memo Rubrics Fall '08 (v. 1.1)

Attribute	< 60	60 to 70	70 to 80	80 to 90	> 90
Format	Major errors, missing content, very sloppy.	More than one significant omission or error.	A significant omission or error.	Minor errors, a sloppy.	Entries in ink; pages signed and dated; attachments glued or taped in; etc.
Sources	Needed, buy not provided.	Of poor quality, incomplete.	Of dubious quality, lacking.	Provided as needed and of reasonable quality.	Many provided, complete, of high quality.
Quality of Work	High school quality.	Sloppy, significant failings in logic and/or professionalism.	Somewhat lacking.	Meets, but does not exceed expectations, college level.	Very professional quality – complete and well considered.
Quantity of Work	Less than half of that expected.	Not enough to complete project on schedule.	Slightly less than expected.	Sufficient to complete project on schedule.	110% or more of expectation.
Hours	< 10	10 ≤ t < 14	14 ≤ t < 18	18 ≤ t < 24	> 24 (>28 for 100)
Memo	Completely inadequate, sloppy, unprofessional, incomprehensible.	Lacking in detail, poor format, difficult to follow.	Weak, leaves reader with as many questions as answers.	Meets expectations – adequate detail, appropriate format, clearly understandable.	Exceeds expectations – a pleasure to read, clearly answers all questions.

A default value of 90 was used for the *Sources* score for logbooks without sources and for which sources were not appropriate. Team 2 was provided a 5 point bonus to their *Memo* scores for their trip to the Biomedical Applications to Address Global Health meeting. Future trips and grant applications will be eligible for bonus points on a case-by-case basis. Ten points were deducted from the *Hours* score for not totaling hours worked. Ten points were deducted from the *Format* score for turning logbooks in after the deadline. Overall logbook scores were the equally weighted averages of the 5 attribute scores. The memo score was handled separately.