Scoring Guide for Case 4, Task 2: Reflect on the Review Process

Name: Date:

Course & Section:

Deliverable: **Document (attached to an e-mail)**

|  |  |  |  |
| --- | --- | --- | --- |
| Specific Evaluation Criteria and Required Elements | Your Score | Criterion Weight | Total |
| Includes advice that reflects how proposals are read by reviewers. |  | x 2 |  |
| Includes advice linked to the foundation’s goals and evaluation criteria. Writing style and tone are positive and encourage submissions. |  | x 5 |  |
| Includes advice for the content, organization, and design of proposals. |  | x 5 |  |
| Includes online elements, such as links. Online elements are clearly noted so that a Web designer would understand how to include them. |  | x 3 |  |
| Uses effective design — such as white space, lists, short paragraphs, and headings — to help make content easy to read online. If used, graphics (such as screen shots of sample proposal sections) are effectively integrated and feature clear purposes, uncluttered designs, and manageable amounts of information. |  | x 3 |  |
| Contains no typos or errors in spelling, punctuation, or grammar. |  | x 2 |  |
| Total Points for Assignment  (100 points possible) | | |  |
| Comments: | | | |

What Your Scores Indicate

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| --- | --- | --- |
| Score | Key Word | Comments |
| 5 | Outstanding | Demonstrates a **high degree of competence**, sustained control, and mastery of the element. May have occasional minor flaws. |
| 4 | Strong | Demonstrates **clear competence**. An element with a score of 4 is not as skillfully controlled as an element with a score of 5 and may contain minor flaws that can be fixed or overcome without much trouble. |
| 3 | Adequate | Demonstrates **adequate competence** and control but with occasional lapses in quality. |
| 2 | Limited | Demonstrates **some competence** but is clearly flawed. A score of 2 indicates more frequent or more apparent lapses than those described for a score of 3. |
| 1 | Flawed | Demonstrates **serious weaknesses**. |
| 0 | Missing | Required element is not included. |