

A Rubric for Carrying Out the Special Project

Criteria	Excellent	OK	Poor
Formulation and scope of project	Design is clear and well thought out. Scope is well defined, and appropriate for the size of the group.	Design is clear but scope is not well defined. Some aspects are not well thought out.	Project is not defined clearly. Scope is not well defined or is not appropriate for the project.
Significance	Project illustrates a current important issue in food microbiology. A key question is being addressed.	Issue that is addressed is of lesser importance, or question to be answered is not as clearly defined.	Issue or question is not defined, or defined poorly. Microbiological problems are not anticipated in the product.
Organization	All steps in completing the project are clearly defined and arranged in logical order. All group members understand the goal, process, and their own role.	Plan is less clearly described, but group members are still able to carry it out with a certain amount of confusion.	Plan is unclear or incomplete. Materials aren't prepared at the proper time. Delays, confusion, imbalance of workload result.
Analysis	All procedures and results are monitored and evaluated regularly. Experiments are repeated or alternative methods are tried if problems occur.	Some review and evaluation occur during the process, but not all problems are seen and changes implemented. Most problems are recognized by the end of the project.	Little or no evaluation of methods and results occurs until the end of the project. No time is available for alternative methods or repeat experiments.
Final report and evaluation	Goals and results are summarized clearly and accurately. Significance is clearly described. Critical analysis of the effectiveness of the approach used and the adequacy of the results obtained is provided. "What could we do better?" is clearly discussed.	Discussion of goals, results, significance, effectiveness, and problems encountered is present, but parts may be unclear or limited. Results may be presented without a complete discussion of their significance.	Results are summarized, but errors may be present and their significance is not addressed. Analysis of the effectiveness of the approach and suggestions for improvement are missing.
Group functioning	The group functions well together. Tasks are divided equitably and there is a good	The group functions fairly well. Some people believe they are working harder (or	The group functions poorly. Individuals do their own work and ignore the work of

	<p>distribution of effort. All members are challenged and feel their contributions are valued. Team members consult with each other continuously. Products are group, rather than independent, efforts.</p>	<p>less hard) than others, but everyone contributes. Members consult with each other, but less regularly. Not all opinions may be heard or expressed. Final product is group effort but may be dominated by one person.</p>	<p>others. Little or no group discussion occurs during the conduct of the project. Individuals miss group meetings. Independent pieces are put together into a final product, but they don't fit together well and may repeat or contradict each other.</p>
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