

	<u>4-Excellent</u>	<u>3-Good</u>	<u>2-Fair</u>	<u>1-Poor</u>
Thoroughness	Notes address the given topic in a thorough manner so that they are useful in constructing the pamphlet.	Notes are generally detailed and useful in constructing the pamphlet, but a few areas could use more attention.	Notes have some details, but are missing some information that would be useful in constructing the pamphlet.	Notes lack detail and offer too general information to be useful in constructing the pamphlet.
Information	The information is accurate, focused, and on topic. Citations are used throughout and information is focused according to role.	The information is accurate, and on topic. Citations are used throughout and most information is focused according to role.	The information is accurate, but not on topic. Most citations are included.	The information is inaccurate, entirely off topic and/or citations are not include
Neatness	The information is recorded neatly organized (either handwritten or typed) so that it is useful in the project.	The information is neat (either handwritten or typed), but lacks organization.	The information lacks neatness and is somewhat difficult to use.	The information is illegible or sloppy in organization. Notes are not useful.
Usage of Time	Managed time appropriately.	Managed time appropriately most of the time with only occasional redirection.	Managed time appropriately some of the time with frequent redirection.	Did not manage time appropriately.