

Report Criteria
Dr. O'Connor: Mgt 301, 450, 452, 601

Content

not relevant to course	1____2____3____4____5	relevant to course course
no course concepts	1____2____3____4____5	many course concepts
concepts used inaccurately	1____2____3____4____5	accurate use of concepts
superficial, descriptive	1____2____3____4____5	analysis, insight
recap, summary	1____2____3____4____5	conclusion, action plans logically following; from earlier data/ analysis

Organization

disconnected	1____2____3____4____5	logical flow, good transitions, apparent outline, intro, overview
not focused	1____2____3____4____5	good focus, sticks to subject
project sections thrown together	1____2____3____4____5	well integrated: sections, ideas, data, readings, conclusion
plagiarized, book report	1____2____3____4____5	references cited, paraphrased, quotes, material used in flow of argument

Other

predictable, book report	1____2____3____4____5	creative, imaginative, great
impersonal, safe	1____2____3____4____5	personal, involved, own reactions

Presentation Criteria

Content

- | | | |
|-----------------------|---------------------------|---------------------------------|
| 1. no course concepts | 1_____2_____3_____4_____5 | integrated with course concepts |
| 2. minor issues | 1_____2_____3_____4_____5 | major issues raised |

Organization

- | | | |
|----------------------------|---------------------------|---|
| 3. disconnected | 1_____2_____3_____4_____5 | logical flow/ well organized |
| 4. confusing | 1_____2_____3_____4_____5 | 3-5 key points apparent |
| 5. Hard to follow | 1_____2_____3_____4_____5 | visuals used: charts, overheads, board |
| 5. reading/low eye contact | 1_____2_____3_____4_____5 | eye contact, extemporaneous speaking |
| 6. passive audience | 1_____2_____3_____4_____5 | engaging activity, room for questions and discussion at end |

Other

- | | | |
|----------------|---------------------------|-----------------------------|
| 7. last minute | 1_____2_____3_____4_____5 | good effort |
| 8. Dull | 1_____2_____3_____4_____5 | mentally stimulating |
| 9. Predictable | 1_____2_____3_____4_____5 | creative, innovative, great |