



Name: _____

Date: _____

Topic: _____

PART A: Required Elements & Format - Written Report

- | | |
|--|--|
| <input type="checkbox"/> Cover page | <input type="checkbox"/> Summary Statistics (“Calculations”) followed by “Discussion” |
| <input type="checkbox"/> Background Information | ○ You could reference calculations in your discussion with calculations in an appendix...your choice |
| <input type="checkbox"/> Statement of Problem/Area of Investigation (Thesis, Variables) | <input type="checkbox"/> Conclusion(s) |
| <input type="checkbox"/> Presentation of Data (“Results”: tables, charts, graphs, large data tables can be placed in the appendix) | <input type="checkbox"/> References (APA style) |
| | <input type="checkbox"/> Appendix items |

Written Report Assessment (‘Look-fors’)**Statement of the Task:**

1. There is a clear statement of the question/issue that you investigated
2. There is background information related to your topic
3. There is evidence of a well-focused plan

Data Organization:

4. Data and information has been collected, larger tables/items in appendix and referenced in report
5. Data is organized in a form appropriate for analysis (tables, charts, graphs) and referenced
6. The data is relevant to your task

Analysis:

7. Report includes one variable statistics and appropriate analysis
8. Report includes two variable statistics and appropriate analysis

Conclusions:

9. Report includes interpretations and conclusions which are consistent with the data

Part B: Required Elements – Oral Presentation (Limited to 15 minutes)

- Statement of your problem/area of investigation
- Highlights from the background information
- Presentation of data (tables, charts, graphs)
- Summary of analysis
- Interpretations and conclusions

Oral Report Assessment

1. All required elements will be assessed
2. Peer critiques (at most 2, incorporated into communication level)

Your Investigation will be assessed for Application, Thinking, and Communication

All evaluation rubrics (and critique sheet) will be provided in advance.