

Reflection Memo Rubric Checklist

Full points are awarded if all tasks within a category are complete. Zero points are awarded if any task in a category is incomplete. No partial credit is given per category. It is full points or no points.

GRADED BY: _____

INTRODUCTION: __/5

- ☐ Gives purpose statement.
- ☐ Previews main points of reflection to follow in body of memo.

CONCLUSION: __/5

- ☐ Sums up main points of reflection.
- ☐ Ends with a call to action or goodwill statement.

PARAGRAPHS & SENTENCES: __/5

- ☐ Ordered logically with each paragraph organized around a single primary claim/topic sentence.

TOPIC SENTENCES: __/5

- ☐ Appear at the beginning of each paragraph.
- ☐ Make claims about specific aspects of experience in WR121 this term.
- ☐ Consistent with introductory preview.

LOGICAL CONNECTIONS: __/5

- ☐ Clear logical connections between thesis, paragraphs, sentences, and ideas.
- ☐ Appropriate signal words and transition language are used.

SUFFICIENT EVIDENCE: __/5

- ☐ Illustrative examples provided to back up claims about the writer's experience with literacy.
- ☐ Evidence comes from student work and is specific and detailed.

EVIDENCE & EXAMPLES: __/5

- ☐ Integrated in the memo and clearly illustrate claims about strengths/weaknesses/etc.
- ☐ Connecting language links ideas and paragraphs.

QUOTE SANDWICHES: __/5

- ☐ Used to introduce and explain evidence and examples.

STYLE: __/5

- ☐ Less formal than analytic essay but still appropriate for professional (rather than personal) communication.

CONVENTIONS: __/5

- ☐ Conventions for English grammar and spelling are followed throughout.
- ☐ Memo has been proofread to avoid mechanical errors (e.g., sentence fragments, comma splices, etc.).

FORMAT: __/5

- ☐ Format is in APA.
- ☐ Heading is correct.
- ☐ Paragraphs are aligned and spaced appropriately.

TOTAL

_____/50