

Student Name: _____

Student ID: _____

Section: _____

Criteria	F (0 points) <i>Significantly below course requirements</i>	F (10 points) <i>Does not meet course requirements</i>	D (15 points) <i>Minimally meets course requirements</i>	C (18 points) <i>Satisfactorily meets course requirements</i>	B (20 points) <i>Significantly above the course requirements</i>	A (25 points) <i>Outstanding relative to the course requirements</i>
Citation	Not attempted	Includes the title of the talk but little else.	Some but not all of the following: Title, Name of Speaker, Date.	Basic reference information including: Title, Name of Speaker, Date, Webpage.	A full reference: Title, Name of Speaker, Date and Webpage, but some style elements are inaccurate.	A full and well-formatted reference: Title, Name of Speaker, Webpage with accuracy in all style elements.
Note-taking Method	Not attempted	Notes are inadequate	Attempts to use a note-taking method, but unsuccessfully.	Evident note-taking method and strategies. Organized notes. Some abbreviation, keywords and signposting evident.	Effective note-taking methods and strategies. Well-organized and very clear notes. Effective use of abbreviations, keywords and paraphrasing.	Appropriate and creative note-taking methods and strategies. Highly-organized notes that are very easy to read. Sophisticated use of abbreviation, keywords and paraphrasing.
Understanding	Not attempted	Very limited or no understanding of main ideas and argument. Extracts minimal or inaccurate information/detail	Minimal understanding of main ideas and argument. Extracts some information but notes are incomplete.	Satisfactory understanding of main ideas and argument. Extracts sufficient information and detail.	Very good understanding of main idea and argument. Extracts sufficient information and detail for complete notes.	Excellent and accurate understanding of main ideas and complex argument. Extracts information and detail accurately to make complete and detailed notes.
Formatting	Not attempted	Does not follow the formatting and file naming guidelines.	Attempts to follow the formatting and file naming guidelines.	Follows the formatting and file naming guidelines.	Follows the formatting and file naming guidelines well.	Follows the formatting and file naming guidelines exactly.