Research Check-In Memo Rubric (Total: 30 points)

Criteria	Excellent	Good	Developing	Needs Improvement	Points
Supervisor Check-In (5 pts)	Clearly describes check-in with strong context and purpose	Check-in evident with some detail	Minimal detail about check-in	Unclear or missing	/5
Research Topics/Questions (6 pts)	Specific, clear, and thoughtful topics/questions	Topics identified but somewhat vague	Topics unclear or too general	Missing or minimal	/6
Enthusiasm Rating (4 pts)	Clear rating (1–5) with strong explanation	Rating provided with limited explanation	Rating unclear or weak explanation	Missing	/4
Application & Relevance (8 pts)	Insightful connection to student, agency, and/or clients	Clear relevance but could be more specific	General or somewhat unclear relevance	Little to no connection	/8
Organization & Tone (4 pts)	Well-organized, clear, professional	Some minor issues	Noticeable issues with clarity or tone	Difficult to follow	/4
Length & Requirements (3 pts)	Meets word count and all requirements	Minor issue (length or missing small element)	Multiple minor issues	Major requirements missing	/3