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| CATEGORY | **4** | **3** | **2** | **1** |
| **Key Concepts** | All key concepts of the section are included in the study guide as well as vocabulary terms. There is a clear theme. | All key concepts of the section are included in the study guide as well as vocabulary terms. A theme is lacking or unclear. | Not all of the key concepts are included in the study guides as well as vocabulary terms. There is a clear theme. | Not all of the key concepts are included in the study guide as well as vocabulary terms. A theme is lacking or unclear. |
| **Mathematical Terminology and Notation** | Correct terminology and notation are always used, making it easy to understand what was done. | Correct terminology and notation are usually used, making it fairly easy to understand what was done. | Correct terminology and notation are used, but it is sometimes not easy to understand what was done. | There is little use, or a lot of inappropriate use, of terminology and notation. |
| **Example Problems** | The group submitted four example problems that well represent the overall theme of the section and included the answers on a separate page. | The group submitted less than four example problems that well represent the overall theme of the section and included the answers on a separate page. | The group submitted four example problems but did not include the answers on a separate page. | The group submitted less than four example problems and did not include the answers on a separate page. |
| **Organization** | The work is presented in a neat, clear, organized fashion that is easy to read. | The work is presented in a neat and organized fashion that is usually easy to read. | The work is presented in an organized fashion but may be hard to read at times. | The work appears sloppy and unorganized. It is hard to know what information goes together. |
| **Diagrams and Sketches** | Diagrams and/or sketches are clear and greatly add to the reader\'s understanding of the procedure(s). | Diagrams and/or sketches are clear and easy to understand. | Diagrams and/or sketches are somewhat difficult to understand. | Diagrams and/or sketches are difficult to understand or are not used. |