This is a checklist for a Feasibility Report accompanying Elkie Burnside’s webtext, “Transforming Writing Rubrics: Assessment and Reflection in Process-Based Courses,” published in *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*, 29(1), available at <https://praxis.technorhetoric.net/tiki-index.php?page=PraxisWiki%3A_%3ATransforming+Rubrics>

Feasibility Report Writer’s Checklist

Use the following checklist to check your final draft before submission.

# LAYOUT/FORMAT (35 points)

Does your report include the required parts as identified in class?

# Front Matter

* Letter of Transmittal
* Cover Page
* Abstract
* Table of Contents
* List of Tables and Figures – As needed

# Body

* Introduction (Problem statement)
* Methodology
* Results
* Discussion
* Conclusions and Recommendations
* References

# Back Matter

* Glossary of Technical Terms – Optional
* Appendices

## Headers

* None on letter of transmittal
* Cover page – Running head: TITLE – Lower case roman numerals for page number
* TOC to abstract – TITLE – Lower case roman numerals for page number
* Problem statement to end – HEAD – Arabic numerals for page number

# CONTENT/INFORMATION (100 points)

Does your report contain the information outlined in class?

# Letter of Transmittal

* ID item being sent
* Person to whom it is sent
* Reason it is being sent
* Content that should be highlighted (such as limitations, how the information was gathered, or special thank you)
* Thank you for opportunity to prepare report/offer to participate in further research

# Cover Page

* Running head/page number
* Report title
* Names of authors

# Abstract

* 250-300 words long

Informative – Summary of the following

* + Purpose
  + Scope
  + Research methods used
  + Results
  + Conclusion
  + Recommendation

# Table of Contents

* All major headings (1st/2nd Level)
* References
* Appendices

# List of Table and Figures – As needed

* Required if 5 or more

# Introduction

* Describes the problem that motivated study Answers the following questions
  + What is the subject/problem of report?
  + What is the background of the problem?
  + Why is the issue important?
* Address any counterarguments (why is the study not important)
* Address any similar programs already on-going

# Methodology

* Describes/explains method used for project
* Details plan in proposal

*Budget*

* + Summary Table
  + Section by section justification
  + Lists costs estimated in proposal
  + Explains how need for costs was developed

# Results

* Give overall description – do not repeat details
  + Survey
  + Interview(s)
* Report representative data
  + Divide as needed
  + Reporting is fair – The author does not try to make information support specific interpretation

# Discussion

* Present principles, relationships, generalizations shown in results
* Note exceptions or lack of correlation and define unsettled points
* Divide as needed
* Reporting is fair – The author does not try to make information support specific interpretation

# CITATION/REFERENCES (35 points)

**Conclusions and Recommendations**

* Answer central question: Is the proposal feasible?
  + Summarize evidence for each conclusion
  + Include factual relationships
* Present a broad summary of the course of action that could be taken toward the proposal if it was to move forward
* Note strengths and limitations of current study
* Offer suggestions for further research – What would you do differently if you did this study again?

**References – *See below for specifics***

# Glossary of Technical Terms

* Optional if needed

# Appendices

* Survey instrument
* Interview questions
* Survey results
* Interview transcript

## Structure

* Each section has introductory information – No section simply starts with new information
* Each section has an appropriate heading
* Single heading style used consistently throughout
* Each paragraph has a clearly identifiable topic sentence – Every subsequent sentence supports only that topic and does not introduce a new idea (unity)
* Each paragraph reflects a single point of view, tone, and tense (coherence)

Does your report use correct APA or AMA citation style appropriately?

***In-Text***

# Direct quotation –

**APA: Either author tag or parenthetical citation AMA: Footnote**

Author tag: Name (year) states “direct quote” (p. #). Parenthetical citation: “direct quote” (Name, year, p. #).

* Author name
* Publication year
* Page number
* Quotation marks – Word-for-word from source

# Paraphrase –

**APA: Either author tag or parenthetical citation AMA - Footnote**

Author tag: Name (year) states… Parenthetical citation: …(Name, year).

* Author name
* Publication year
* Not word-for-word from source

## Final References

* All sources

APA – in alphabetical order AMA – in use order

* All sources cited in paper listed

All sources have publication information as needed

* + Author name
  + Publication year
  + Title (article, book, or journal)
  + Publication information (volume, issue, p. range; location: publisher)

# DOCUMENT QUALITY (30 points)

* Below expectations

Information required is missing or some is not relevant to task; final product does not demonstrate understanding of rhetorical situation for task; grammar, spelling, or other structural errors prevent document from being understood

* Meets expectations

Information required is present and is mostly relevant to task; final product demonstrates understanding of rhetorical situation for task; some grammar, spelling, or other structural errors may be present but do not prevent the document from being understood

* Exceeds expectations

Information required is present, explicated clearly, and is directly relevant to task; final product demonstrates superior understanding of rhetorical situation for task; no grammar, spelling or other structural errors are present

Rough Draft 1: /100 Rough Draft 2: /150 Final Draft: /75