This is a checklist for a Summary Poster 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>

Summary Poster Writer’s Checklist

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

# LAYOUT/FORMAT (30 points)

Does your poster use the best practices as identified in class?

# Visual grammar

* Readers can identify most important parts of poster
* Columns are organized so several people can read poster at one time
* Uses organizational cues to guide readers
* Uses appropriate *flow* [top to bottom/left to right]
* Figures and text are separated by white space

# Text

* Readable at a distance
* Size consistently used and appropriate
* Use of serif/san serif appropriate

# Visuals

* Next to related information
* Figure reference included

# CONTENT/INFORMATION (40 points)

Does your poster contain the information outlined in class?

# Headings

* Article title and author credit
* Section titles

# Visuals

* Simple
* Relevant
* Minimum two (maximum 4)
* Figure captions: *Figure #.* Title. Description of relevance.

# Sections

* 100 words or less in each (1,000 words max)
* Introduction: Background, technical terms
* Purpose: Point of study, research questions
* Methods: What was done in the study
* Results: What was found in study
* Discussion: What the results mean
* Conclusions: What to do next
* References: APA or AMA style reference

# DOCUMENTATION/REFERENCES (10 points)

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

## IN-TEXT

**Direct quotation – parenthetical citation** Parenthetical citation: “direct quote” (Name, year, p. #).

* Author name
* Publication year
* Page number (APA) or footnote (AMA)
* Quotation marks – Word-for-word from source

# Figure Caption

Parenthetical citation: …(Name, year).

* Author name\*
* Publication year\*
* Page number (APA) or footnote (AMA) Footnote: ….1 (matching number on final reference)

\*If not from main article

## FINAL REFERENCES

* All sources cited in poster listed

All sources in alphabetical order (APA) or use order (AMA)

* Article
* Spot art (if used)

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 (20 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

Total: /100