**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Letter of Intent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **4 PD** | **3 P** | **2 BP** | **1 I** |
| **On time** | Completed letter is turned in on time. | \_\_\_\_\_\_\_ | Completed letter is turned in one day late. | Completed letter is turned in more than one day late. |
| **Proper Letter Format** | Letter follows the format shown in the project packet (includes date, salutation, proper spacing, signatures of student, parent, and advisor) | Letter may have a minor format error, but is otherwise acceptable. | Letter has more than one minor format error. | Letter has numerous errors in format. |
| **Content** | Writer clearly explains motivation for project choice. Working thesis or stance on the topic or issue is clear. Writer discusses a variety of potential sources. | Writer explains motivation for project choice. Working thesis or stance on the topic/issue is not as clear as the 4 level letter. Writer mentions potential sources. | Writer may not communicate motivation for project choice. Working thesis or stance on the topic/issue may lack specificity. Writer mentions potential sources. | Writer does not communicate motivation for project choice. Writer has a topic, but lacks a working thesis or stance on the topic/issue. Writer may not mention potential sources. |
| **Language** | Letter is free of errors in conventions of Standard English. | Letter has minor errors in conventions of Standard English. | Letter has errors in conventions of Standard English that distract the reader. | Letter has many errors in conventions of Standard English that distract the reader. |

**\*letters missing one or more of the required signatures will not be accepted until complete.**

**16 pt. rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **16=4.0** | **12=3.0** | **8=2.0** | **4=1.0** |
| **15=3.75** | **11=2.75** | **7=1.75** | **0-3=0** |
| **14=3.5** | **10=2.5** | **6=1.5** |  |
| **13=3.25** | **9=2.25** | **5=1.25** |  |

**Comments:**