

Name \_\_\_\_\_

**Letter of Intent for Sophomore Projects**

Category	4 PD	3 P	2 BP	1 I
<b>Meeting Deadlines</b>	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.
<b>Proper Letter Format</b>	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.
<b>Content</b>	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.
<b>Language</b>	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=3.8	11=2.8	7=1.8	0-3=0
14=3.5	10=2.5	6=1.5	
13=3.3	9=2.3	5=1.3	

**Comments:**