Memo:
Team Members:
Judge:

University of Rochester Science Policy Initiative
Rubric for Policy Memo Competition

Criteria	4 - Excellent	3 - Good	2 - Adequate	1 - Poor	Score (0.5 increments)
(1) Background and Statement of Issue	• The issue is clearly stated at or near the beginning of the memo. • The background information contextualizes the problem. • The reader can clearly understand the issue with the information given. • The memo is addressed to a specific audience.				
(2) Policy Options and Implications	• Discusses current laws, regulations, rules, etc. and their consequences. • Clearly states the policy options, their tradeoffs, and anticipated outcomes or impacts (including estimated financial impacts where appropriate). Include any criteria utilized. • Describes the best options.				
(3) Recommendations	• Offers clear, concise recommendation(s) and their justifications. • Describes the actionable items that can be adopted by the target audience to enable and enforce the recommendations. • Anticipates the consequences of the recommendations.				
(4) Executive Summary or Conclusion	• Concisely and effectively recaps the background, policy options, and recommendations. • The reader can understand the policy memo through both skimming and a thorough read.				
(5) Presentation	• The presentation is concise, well-organized, and persuasive. • The presentation is addressed to the same specific audience as in the memo. • Presentation is very persuasive. • Each author is introduced and involved in the presentation.				
(6) Questions	• Speakers are enthusiastic and knowledgeable regarding topic. • Responses to questions are conveyed comprehensively and concisely.				
Formatting	• The memo is within one page, excluding citations. The layout is professional and easy to read. Authors did not manipulate the formatting parameters in a way that makes the memo difficult to read or appear unprofessional (otherwise, up to 8 raw x weight-point penalty). • The presentation lasts 5 minutes or less (otherwise, 8 raw x weight-point).				See rubric below.

Comments

Criteria	Judge's Comments
(1) Background and Statement of Issue	
(2) Policy Options and Implications	
(3) Recommendations	
(4) Executive Summary or Conclusion	
(5) Presentation	

Memo:
Team Members:
Judge:

(6) Questions	

Score

Criteria	Raw Score in 0.5 increments	Weight	Raw x Weight
(1) Background and Statement of Issue	/4	2	/8
(2) Policy Options and Implications	/4	2	/8
(3) Recommendations	/4	3	/12
(4) Executive Summary or Conclusion	/4	1	/4
(5) Presentation	/4	3.5	/14
(6) Questions	/4	1	/4
Formatting Penalties: Memo appears unprofessional: up to -8 to Raw x Weight score Presentation over time limit: -8 to Raw x Weight score			
Total Score			**/50**