## IT7723 Toolkit Evaluation Rubric 03Jan22

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| Author’s Name: | Commentator’s/Evaluator’s Name: |

Directions: The toolkit final submission is worth 100 points. Each of the ten rubric items below is worth 10 points.

Summary and Overview Comments on Toolkit including how the information is stored, located and rendered:

Reviewer’s overall comments on this toolkit:

For each of the comment items below, select a rating and also provide at least a phrase of comment explaining the rating.

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| **Comment Item** | **Very Good = 10 Points** | **Good = 9 Points** | **OK = 6 Points** | **Poor = 3 Points** | **Needs to be Improved = 0 Points** |
| 1) The toolkit addresses important and valuable information for the practice and management of IT as we have defined it in the course, text and also covers material from our course and also outside material.  Comments: | Utilizes text, additional course material and outside material too. | Utilizes text and another source of material | Utilizes text only, but very well | Utilizes text only, but is only adequate | Inadequate use of information |
| 2) The terminology used, IT perspective, concepts and insights expressed and (reference) glossary presented are becoming of an IT Professional.  Comments: | Describes well all three aspects (Terms, perspective, and glossary) | Describes well two of three aspects | Describes well one of three aspects | Poorly described, but there | Inadequate use of terms and “talk the talk” of IT |
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| **Comment Item** | **Very Good = 10 Points** | **Good = 9 Points** | **OK = 6 Points** | **Poor = 3 Points** | **Needs to be Improved = 0 Points** |

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| 3) The toolkit contains adequate citation of references and an adequate degree of external research as evidenced by, e.g., an annotated bibliography.  Comments: | | Contains research, adequately cites references, has bibliography | Describes well two of three aspects | Describes well one of three aspects | Poorly described, but there | | Inadequate coverage of research and citation |
| 4) The toolkit contains adequate coverage of IT Policy including best practices, policy guidelines and value to the IT professional’s practice.  Comments: | | Describes well IT Policy and its practice, guidelines and value. | Describes well two of three aspects | Describes well one of three aspects | Poorly described, but there | | Inadequate coverage of IT Policy |
| 5) The toolkit contains adequate coverage of IT Strategy including best practices, policy guidelines and value to the IT professional’s practice.  Comments: | | Describes well IT Strategy and its practice, guidelines and value. | Describes well two of three aspects | Describes well one of three aspects | Poorly described, but there | | Inadequate coverage of IT Strategy |
| 6) The toolkit contains adequate coverage of IT Governance including best practices, policy guidelines and value to the IT professional’s practice.  Comments: | | Describes well IT Governance and its practice, guidelines and value. | Describes well two of three aspects | Describes well one of three aspects | Poorly described, but there | | Inadequate coverage of IT Governance |
| **Comment Item** | **Very Good = 10 Points** | | **Good = 9 Points** | **OK = 6 Points** | **Poor = 3 Points** | **Needs to be Improved = 0 Points** | |
| 7) The toolkit has an adequate set of IT subject-matter tools (e.g., security, the web, database, etc.) with justified summaries, conclusions and recommendations for professional-grade practice of IT.  Comments: | A solid set of tools each with a summary, conclusion and recommendation with justification | | Solid and justified | Tool set and summary is well presented but not well justified | Poorly described and or justified | No tool set, summary, etc. or inadequate coverage of justification | |
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| 8) The References and Bibliography cites adequate references (both in-text and at the end) and background material and utilizes appropriate techniques to give credit to other authors and credibility to the paper’s author. Any Acknowledgements gives appropriate credit too.  Comments: | Describes sources of materials & ideas well, cites prior work well, and gives credit and acknowledges contributions of others in a professional fashion | | Does well on two of three aspects | Covers well one of three aspects | Poor job, but there | Inadequate coverage of references, etc. | |
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| 9) The toolkit is built from appropriate IT components, has an appealing “look and feel,” and represents modern approaches and best practices in IT.  Comments: | Toolkit exemplifies good IT components, approaches and best practices. Has appeal. | Does well on two of three aspects | Covers well one of three aspects | Poor job, but there | Inadequate use of IT |
| 10) The toolkit assignment is complete, has been submitted in a timely fashion, and has well thought set of discussion reflections suitable for professional-grade practice of IT.  Comments: | Assignment and discussion are complete and comprehensive | Solid | OK | Poorly done | None or not professional grade |