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| Teacher Name: **Mrs. Cowley** | |  |  |  |
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| Student Name:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |
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| CATEGORY | 4 | 3 | 2 | 1 |
| Labeling | The student put the date of the interview, place of the interview, full name of the person being interviewed, and the full job title/expertise of the person being interviewed on the report. | The student included all but one of the required labeling elements. | The student omitted more than one of the required labeling methods. | The student did not properly label the interview, and more than two required elements are missing. |
| Preparation | Before the interview, the student prepared several in-depth AND factual questions to ask. (Five ) | Before the interview, the student prepared a couple of in-depth questions and several factual questions to ask. (four) | Before the interview, the student prepared several factual questions to ask.  (1-3) | The student did not prepare any questions before the interview. |
| Report Writing | The report is well organized and contains accurate quotations and facts taken from the interview. | The report is well organized and contains accurate facts taken from the interview. | The report contains accurate quotations and facts taken from the interview. | The report is lacking facts and quotations from the interview OR the quotes and facts are not accurately reported. |
| Knowledge Gained | As a result of this interview, the student has gained a deeper understanding of their topic and is prepared for further research on their project. | Student has gained knowledge from the interview in order to complete the project. | Student gained some knowledge from the interview, but may need to follow up with more questions or find additional resources as they proceed with their project. | The interview did not provide the student with additional information. Therefore, further research and/or interviews are needed. |
| Citation | The interview is properly cited in MLA format. | The interview in cited in MLA format, but some information is listed incorrectly. | The interview is incorrectly cited. | No citation is included. |