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| CATEGORY | Exemplary | Proficient | Partially Proficient | Unsatisfactory | POINTS |
| Introduction | 9 points | 6 points | 3 points | 0 points | \_\_\_/9 |
| Catchy and clever introduction. Provides relevant information and establishes a clear purpose engaging the listener immediately. | Describes the topic and engages the audience as the introduction proceeds. | Somewhat engaging (covers well-known topic), and provides a vague purpose. | Irrelevant or inappropriate topic that minimally engages listener. Does not include an introduction or the purpose is vague and unclear. |
| Tells who is speaking, date the podcast was produced, and where the speaker is located. | Tells most of the following: who is speaking, date of the podcast, and location of speaker. | Alludes to who is speaking, date of the podcast, and location of speaker. | Speaker is not identified. No production date or location of the speaker is provided. |
| Content | 9 points | 6 points | 3 points | 0 points | \_\_\_/9 |
| Creativity and original content enhance the purpose of the podcast in an innovative way. Accurate information and succinct concepts are presented. | Accurate information is provided succinctly. | Some information is inaccurate or long-winded. | Information is inaccurate. |
| Vocabulary enhances content. | Vocabulary is appropriate. | Vocabulary is adequate. | Vocabulary is inappropriate for the audience. |
| Includes a wide variety of appropriate, well-researched and informative sources and has well-edited quotes from “expert” sources. Quotes and sources of information are credited appropriately. | Includes appropriate and informative quotes from “expert” sources. Source quotes are credited appropriately. | Includes some variety of informative quotes from some “expert” sources. Source quotes need some editing and some credits are missing. | Includes no source quotes. |
| Keeps focus on the topic. | Stays on the topic. | Occasionally strays from the topic. | Does not stay on topic. |
| Conclusion clearly summarizes key information. | Conclusion summarizes information. | Conclusion vaguely summarizes key information | No conclusion is provided. |
| Delivery | 3 points | 2 points | 1 point | 0 points | \_\_\_/3 |
| Well rehearsed, smooth delivery in a conversational style. | Rehearsed, smooth delivery. | Appears unrehearsed with uneven delivery. | Delivery is hesitant, and choppy and sounds like the presenter is reading. |
| Highly effective enunciation, expression, and rhythm keep the audience listening. | Enunciation, expression, pacing are effective. | Enunciation, expression, rhythm are sometimes distracting. | Enunciation of spoken word is not clearly understandable or expression, and rhythm are distracting throughout the podcast. |
| Correct grammar is used throughout the podcast. | Correct grammar is used during the podcast. | Occasionally incorrect grammar is used during the podcast. | Poor grammar is used throughout the podcast. |
| Interview | 6 points | 4 points | 2 points | 0 points | \_\_\_/6 |
| Open ended questions and follow-up are used that draw interesting and relevant information from the interviewee. | Open ended questions and follow-up questions are used appropriately. | Open ended questions and follow-up questions are occasionnaly irrelevant to the topic. | Only yes-or-no questions are used. No follow-up questions are asked. |
| Music/Graphic Enhancements | 6 points | 4 points | 2 points | 0 points | \_\_\_/6 |
| The graphics/artwork used create a unique and effective presentation and enhance what is being said in the podcast and follow the rules for quality graphic design. | The graphics/artwork relate to the audio and reinforce content and demonstrate functionality. | The graphics/artwork sometimes enhance the quality and understanding of the presentation. | The graphics are unrelated to the podcast. Artwork is inappropriate to podcast. |
| Music enhances the mood, quality, and understanding of the presentation. | Music provides supportive background to the podcast. | Music provides somewhat distracting background to the podcast. | Music is distracting to presentation. |
| All graphic and music enhancements are owned by the creator of the podcast or copyright cleared with appropriate documentation. | Graphic and music enhancements are owned by the creator of the podcast or copyright cleared. | Use of copyrighted works is questionable. | Copyright infringement is obvious. |
| Technical Production | 6 points | 4 points | 2 points | 0 points | \_\_\_/6 |
| Transitions are smooth and spaced correctly without noisy, dead space. | Transitions are smooth with a minimal amount of ambient noise. | Transitions are uneven with inconsistent spacing; ambient noise is present. | Transitions are abrupt and background noise needs to be filtered. |
| Volume of voice, music, and effects enhance the presentation. | Volume is acceptable. | Volume is occasionally inconsistent. | Volume changes are highly distracting. |
| Podcast length keeps the audience interested and engaged. | Podcast length keeps audience listening. | Podcast length is somewhat long or somewhat short to keep audience engaged. | Podcast is either too long or too short to keep the audience engaged. |
| Podcast linked from a site that included descriptive subject tags. | Podcast contained subject tags. | Podcast contains limited subject tags. | Podcast has no subject tags and difficult to locate online. |
| Podcast occurs as part of a regularly scheduled series. | Podcast occurs as part of a series. | Podcast occurs randomly. | Podcast occurs as a one-time event. |
| Group/Partner Work | 6 points | 4 points | 2 points | 0 points | \_\_\_/6 |
| All team members contributed equally to the finished product and assist in editing process by offering critique and sharing in skill development. | Assisted group/partner. | Finished own part but did not assist group/partner. | Contributed little to the project. |
| Performed all duties of assigned team role and contributes knowledge, opinions, and skills to share with the team. Always did the assigned work. | Performed nearly all duties and contributed knowledge, opinions, and skills to share with the team. Completed the assigned work. |   | Did not perform any duties of assigned team role and did not contribute knowledge, opinions or skills to share with the team. Relied on others to do the work. |
| TOTAL POINTS | \_\_\_/45 |