**Note-Taking Rubrics**

**Organization of Notes**

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| Expert |  | 4 | All notes are organized by topic and include several notes for each topic. |
| Proficient |  | 3 | Notes are organized by topic and include several notes for most of the topics. |
| Apprentice |  | 2 | Notes are organized by topic but have only one or two notes per topic. |
| Novice |  | 0-1 | Notes are not organized by topic. |

**Relevance of Notes**

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| --- | --- | --- | --- |
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| Expert |  | 4 | Notes relate directly to the topic. |
| Proficient |  | 3 | Notes include information that relate to the topic, but there is also information in the notes that are not needed. |
| Apprentice |  | 2 | Majority of notes don’t relate to the topic |
| Novice |  | 0-1 | Very few or none of the notes relate to the topic. |

**Amount of Paraphrase**

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| --- | --- | --- | --- |
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| Expert |  | 4 | All of the notes are in student’s own words, except for direct quotes. |
| Proficient |  | 3 | Notes are in meaningful phrases, but some are copied directly from the sources and did not use quotation marks. |
| Apprentice |  | 2 | Notes include complete sentences that are copied directly from sources and did not use quotes. |
| Novice |  | 0-1 | All notes are copied directly from sources. |