

Written Assignment Rubric

Criteria for evaluating written assignments	Meets Expectations	Partially Meets Expectations	Fails to Meet Expectations	Comments
Content (worth 70% of the assignment grade)	Addresses all aspects of assignment in sufficient depth	Addresses most aspects of assignment in sufficient depth	Does not address most aspects of assignment and/or fails to do so in sufficient depth	
	Supports main points with references, examples, illustrations, and explanations	Supports main points with either examples, illustrations, and explanations, or with published references but does not use both	Does not support main points by using references, examples, illustrations, or explanations	
	Demonstrates understanding and application of information	Demonstrates understanding of information, but fails to include application	Does not demonstrate understanding or application of information	
Organization (worth 10% of the assignment grade)	Introduction - Central theme/purpose is clearly identifiable and well developed; introductory comments provide sufficient background on the topic and preview major points	Introduction – Either the Central theme/purpose is clearly identifiable and well developed; or the introductory comments provide sufficient background on the topic and preview major points, but not both	Introduction - Central theme/purpose is not clearly identifiable nor well developed; introductory comments do not provide sufficient background on the topic nor preview major points	
	Conclusion and recommendations follow logically from the body of the paper and bring closure to the paper	Conclusion and recommendations follow logically from the body of the paper but rather than bringing closure to the paper, it merely summarizes what has been previously stated	Conclusion and recommendations do not follow logically from the body of the paper nor do they bring closure to the paper	
	Subsequent sections develop/support the central theme of the paper	The majority of the subsequent sections develop/support the central theme of the paper	Subsequent sections do not develop/support the central theme of the paper	
	Structure is clear, logical, and easy to follow; smooth transition between paragraphs which help maintain the flow of thought	Usually the structure is clear, logical, and easy to follow, with smooth transitions between paragraphs to help maintain the flow of thought	Sometimes the structure clear, logical, and easy to follow; seldom includes smooth transitions between paragraphs to help maintain the flow of thought	

Readability and Style (worth 10% of the assignment grade)	Meets minimum assigned length		Does not meet minimum assigned length	
	No major errors in spelling, punctuation, and grammar	Few errors in spelling, punctuation, and grammar	Numerous errors in spelling, punctuation, and grammar	
	Paper is laid out effectively—uses headings and other reader-friendly tools	Paper is laid out effectively, but could make better use of headings and other reader-friendly tools	Paper is not laid out effectively; fails to use headings and other reader-friendly tools	
	Paper is professional in appearance and demonstrates attention to detail; tone of voice is appropriate to the audience, content, and assignment	Paper is professional in appearance and demonstrates attention to detail; but tone of voice is inappropriate to the audience, content, and assignment	Paper is not professional in appearance and demonstrates a lack of attention to detail; tone of voice is inappropriate to the audience, content, and assignment	
Format and References (worth 10% of the assignment grade)	Title page complete	Title page incomplete or inaccurate	No title page	
	References required number of sources	Number of sources referenced is fewer than required	Does not include references to outside sources	
	All references cited correctly	Most references cited correctly	References not cited correctly	
Total Points Earned				