

# Assignment Details and Rubric



You are the executive manager of a business. It has come to your attention that some of your employees have not been accurately reporting their actual hours worked on their submitted time sheets. You will correct this issue going forward with a formal control system. Following the four steps of a formal control system, write the section of your employee handbook that consists of the standard which details how employees are to properly request leave and report time worked, followed by the other three steps, detailing the proper implementation of a formal control system suitable to this situation.

Please see the rubric below for complete instructions and details.

## **Minimum Submission Requirements:**

- Your Assessment should be at least 2 full double-spaced pages in length, using size 12-point font in Word.
- Be sure your paper is well written in paragraph form, with correct spelling, grammar, and punctuation.
- Be sure to name your file according to the following Kaplan file-naming convention: username\_homework\_unit#.doc (username is your Kaplan username).
- You may use external sources in addition to the required module readings. Cite any external sources used.
- Your paper must be written in Standard English and demonstrate exceptional content, organization, style, grammar, and mechanics.
- Your paper should provide a clearly established and sustained viewpoint and purpose.
- Your writing should be well ordered, logical, and unified, as well as original and insightful.

## **Plagiarism**

Plagiarism is an act of academic dishonesty. It violates the university's honor code, and the offense is subject to disciplinary action. You are expected to be the sole author of your work. Use of another person's work or ideas must be accompanied by specific citations and references. Whether the action is intentional or not, it still constitutes plagiarism.

For more information on Kaplan University's plagiarism policy, refer to the current [Kaplan University Catalog](#).

AB140 Unit 6 Grading Rubric	Percentage	Possible Points
<b>Content, Focus, Use of Text and Research:</b>  Identified and discussed each of the four steps in the formal control process as it relates to the scenario.	50%	20
<b>Analysis and Critical Thinking:</b>  Responses demonstrated critical thinking and analysis and exhibited application of information.	30%	12
<b>Spelling, Grammar, and Format:</b>  Clear business writing. Spelling and grammar are acceptable.  Formatting follows instructions.	20%	8
<b>Total</b>	100%	40