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| **Written Communication Rubric** | | | | **Total Pts.** |
| ***Idea Introduction: Statement of Problem/ Thesis Statement*** | **4-Exceeds Standards**  - Background information is engaging and leads to a clear thesis statement  - Thesis/purpose statement and topics are clearly introduced, and foundation is laid as to the direction of the paper.  - Relevance to topic is articulated well. | **3-Meets Standards**  - Background information provided does not lend support for thesis statement.  -Thesis statement and topics are developed enough to give reader an idea of the overall problem, challenge, or topic of the paper.  - Relevance to topic could be more clearly articulated. | **1-Needs Substantial Improvement to Meet Standards**  - Background information is not clearly articulated.  - Thesis statement and main discussion points are unidentifiable     -Relevance to topic is unclear. | /12 |
| ***Content Coverage, Focus and Flow*** | **4-Exceeds Standards**  -Justified inclusion and exclusion of sources in the paper.  -Content is covered in-depth without being redundant. Sources are cited when specific statements are made.  -**The paper goes from general ideas to specific conclusions encompassing all aspects of thesis statement(s).**    -**Transitions bring sections together as well as adjacent paragraphs.** Sophisticated arrangement of content with evident and/or subtle transitions present. | **3-Meets Standards**  -Discussed the literature included and excluded in the paper.  -Content is covered but not in as much depth, or as explicit, as expected. Some sources are cited when specific statements are made.  - A basic flow from one section to the next is present, but not all sections or paragraphs follow in a natural or logical order.  -Functional arrangement of content that sustains a logical order with some evidence of some transitions is present. | **1-Needs Substantial Improvement to Meet Standards**  -Did not discuss the literature criteria for inclusion or exclusion in the paper.    -Major sections of pertinent content have been omitted  -Appears to have no direction, with subtopics appearing disjointed.  -Confused or inconsistent  arrangement of content with or without attempts at transition. | /52 |
| ***Conclusion*** | **4-Exceeds Standards**  -Succinct and precise conclusions based on the review were made.  -Insights into the topic are appropriate. Conclusions and the application to selected topic are strongly supported in the review.  -Practical and scholarly significance of the research problem was discussed from multiple stakeholders (faculty, admin, & students) | **3-Meets Standards**  -Writer provides concluding remarks that show some analysis and synthesis of ideas.  -Some of the conclusions were not supported in the body of the report.  -Practical and scholarly significance of the research problem was discussed. | **1-Needs Substantial Improvement to Meet Standards**  -No indication the author tried to synthesize the information or make a conclusion based on the literature under review.  -Conclusions were not supported in the body of the report.      -Practical or scholarly significance of the research problem was not discussed. | /12 |
| ***Writing Style and Technique*** | **4-Exceeds Standards**  -Writing is precise,illustrative, and succinct. The writer incorporates the active voice when appropriate and supports ideas with examples. No spelling, grammar, or punctuation errors are made. Sources are cited when specific statements are made.  -Required number of peer-reviewed full text sources was used.  -The paper meets page length criteria set in assignment. | **3-Meets Standards**  **-**Writing is generally clear, but unnecessary words are occasionally used. Meaning is sometimes hidden. Paragraph or sentence structure is too repetitive. Few spelling, grammar, or punctuation errors are made.  -Required number of peer-reviewed full text sources was used.  - The paper meets page length criteria set in assignment. | **1-Needs Substantial Improvement to Meet Standards**  -It is hard to know what the writer is trying to express. Writing is drawn-out. Misspelled words, incorrect grammar, and improper punctuation are evident.    -Less than required number of peer-reviewed, full text sources were used.  -The paper does not meet the length requirements. | /12 |
| ***APA***  *For APA section,*  *please check all that*  *apply* | **1-Point Each**  **-** Proper formatting is used **-** Page number & page header  throughout, including all are inserted at the top of  relevant sections: each.  Title page  Abstract **-** Double-spacing is used  Introduction between al lines.  Method  Results **-** There is only one space  Conclusion between sentences.  - Proper formatting is used **-** Paragraphs are indented  throughout. 5 spaces.    - Each reference has a matching **-** Appropriate APA level  citation. headings are used  - Citations are formatted **-** No headings are left on  correctly. bottom of page.  - Each citation has a matching  reference.  - One-inch margins are used**.** | | **Comments** | /12 |
| ***TOTAL POINTS*** |  |  |  | /100 |