

## Assignment and Reflection Rubric

Criteria	Unacceptable	Poor	Fair	Good	Excellent	Superior
	0%	60%	70%	80%	90%	100%
<i>Completes all components of assignment &amp; related questions 25%</i>	50% or more of the assignment is incomplete, OR any part of the assignment is inappropriate or plagiarized work.	Up to 60% of the assignment and any related questions or reflections are completed.	Up to 70% of the assignment and any related questions or reflections are completed.	Up to 80% of the assignment and any related questions or reflections are completed.	All components of the assignment as written are completed along with all reflections or additional questions.	All components of the assignment as written are completed along with all reflections or additional questions. The quality of work exceeds requirements.
<i>Application of assigned reading(s) and video(s) 25%</i>	Assignment includes plagiarized or fabricated evidence, OR demonstrates a complete misunderstanding or disregard of the reading and video content of the unit.	Assignment demonstrates some awareness of the topic of assigned readings and videos, but there was no evidence of clear understanding or ability to successfully incorporate the material into the assignment.	Very unclear that readings and videos were understood. There was little incorporation into assignment—either by direct citation or by skill demonstration, OR much of the information was used incorrectly.	Somewhat unclear that readings and videos were understood. There was some incorporation into assignment—either by direct citation or by skill demonstration, OR some of the information may have been used incorrectly.	Somewhat clear that readings and videos were understood and incorporated into the assignment—either by direct citation or by skill demonstration.	Very clear that readings and videos were understood and incorporated into the assignment—either by direct citation or by skill demonstration.
<i>Documentation and use of APA (when assigned) 15%</i>	Assignment includes plagiarized or fabricated evidence with no attempt to include citations and references.	Although there is an attempt at citations, the work demonstrates no understanding of how to cite and reference in APA (when assigned). OR The reference list is largely incomplete or absent.	Sources are included but not cited correctly in APA (when assigned). OR The reference list is incomplete or incorrectly formatted.	Sources are generally cited correctly in APA (when assigned). (Three to five errors.) OR The reference list is included as needed, but may have minor formatting issues.	Sources are generally cited correctly in APA (when assigned). (One or two minor errors.) Reference list is included as needed.	Sources are cited correctly in APA (when assigned). Reference list is included as needed.
<i>Organization and Presentation of Ideas 15%</i>	Incomplete, inappropriate, or plagiarized work. OR Logic is seriously flawed. OR terminology is distorted. OR style of presentation does not meet the criteria of the assignment (e.g. a paper is submitted when an oral presentation is required, a written essay is submitted when an outline or chart was assigned).	Work is poorly- organized AND the logic is hard to follow. Terminology is used incorrectly. Language is vague or imprecise. Style or presentation need considerable improvement.	Work is poorly- organized or the logic is hard to follow. Terminology is used generally. Language is not entirely clear or concise. Style or presentation needs some improvement.	Work is adequately- organized and the logic is evident. Terminology is defined. Language is somewhat concise and generally persuasive. Style or presentation may need some improvement, but is generally good.	Work is well- organized and the logic is easy to follow. Terminology is clearly defined. Language is clear, concise and persuasive. Style is understandable and material is presented well.	Work is extremely well- organized and the logic is easy to follow. Terminology is clearly defined. Language is clear, concise and persuasive. Style is elegant and presentation is exceptional.
<i>Proofreading, Oral and Written Mechanics 10%</i>	Incomplete, inappropriate, or plagiarized work. Proofreading, spelling, or usage errors are so prevalent that the work is nearly impossible to understand. Work is inappropriately casual or is incomprehensible as standard business English.	Written work or presentation script is not proofread and has more than 5 minor spelling and usage errors. Work is very casual and substantially deviates from standard business English.	Written work or presentation script is proofread and has less than 5 minor spelling or usage errors. Work is acceptable but may be overly casual or deviates in notable ways from standard business English.	Written work or presentation script is proofread and has less than 5 minor spelling or usage errors. Work is informal or deviates in minor ways from standard business English.	Written work or presentation script is carefully proofread and has less than 2 minor spelling or usage errors. Work uses standard business English.	Written work or presentation script is carefully proofread and is virtually free of spelling or usage errors. Work uses standard business English.
<i>Ethics and Professionalism 10%</i>	The work is plagiarized. The work shows blatant disregard for ethical thinking or professional standards.	The format or content of the work suggests a very limited ability to engage in or apply ethical thinking or professional standards.	The format and content of the work acknowledge the value of ethical thinking and professional standards, but lacks detail or demonstrates misunderstanding that limits solid application of ethical thinking or professional standards.	The format and content of the work shows some attention to detail, sound ethical thinking, and awareness of professional standards.	The format and content of the work shows attention to detail, sound ethical thinking, and awareness of professional standards.	The format and content of the work shows attention to detail, sound ethical thinking, and mastery of professional standards.