

Atomistic Rubric

- 1) Is a **main idea** or **purpose** included and clearly identified?
 - states or implies what will be proven, shown or defended
- 2) Are **all main points related to the main idea or purpose**?
 - correlation of each main point to the main idea/purpose
- 3) Are **sufficient details** used to support the main points?
 - examples and explanations used to develop main ideas and generalities
 - objective evidence correctly documented, *if appropriate*
- 4) Are the **main points arranged in a logical pattern**?
 - main ideas ordered in a sequence appropriate to topic and purpose
- 5) Are **transitions** present?
 - signal words and phrases used to connect paragraphs and ideas
- 6) Are there **no or relatively few** syntactical/grammatical errors?
 - errors in sentence structure, spelling, grammar, and punctuation must not distract or confuse reader
- 7) Is the **format** appropriate?
 - elements of formatting (document design and layout) and appearance are correct and consistent with purpose
 - includes appropriate presentation of documentation, *if required*
- 8) Is the **tone appropriate** for **intended audience**?
 - word choice and attitude toward audience and topic is consistent with author's purpose
 - technical content is appropriate for intended audience
- 9) Is there a **conclusion**?
 - reaffirms main idea or purpose
 - provides closure for reader
- 10) Is the **purpose accomplished**?
 - the text adequately meets the major requirements of the assignment

adapted from Johnson and Wales University website

Holistic Rubric

Note: Each level builds upon the level below it – to best understand Level n , start at Level 1 and work your way up to Level n .

Level 5: Excellent

- outstanding title and introduction, including provocative central idea or purpose
- presents thoughtful ideas and develops them logically, fully and clearly
- support paragraphs present concrete, relevant, and representative evidence
- essay is unified and coherent, author's tone is appropriate and consistent
- language is accurate and appropriate for audience
- definitive conclusion which reaffirms central idea or purpose
- no significant errors of syntax or mechanics
- presence and incorporation of references, if appropriate

Level 4: Impressive

- a creative and effective introduction with a clear main idea or purpose
- supporting details logically relate to the central idea
- strong sense of organization, focus, and development which includes transitions, shows attention to phrasing and sentence variety
- language suits audience well
- distinct conclusion
- very few significant errors of syntax or mechanics
- presence and incorporation of references, if appropriate

Level 3: Adequate

- clear statement of central idea or purpose
- some support details, but may not be as fully developed as necessary to present a convincing and logical argument that is unified and coherent
- evidence of three part structure (thesis/topic, examples/analysis, conclusion/summarization)
- attention to appropriate language and paragraph transitions
- minor errors in syntax or mechanics
- presence *and incorporation* of documentation, if appropriate

Level 2: Minimal

- weak/vague main idea or purpose
- distinct introduction and conclusion paragraphs, but too basic to be effective
- support paragraphs develop main idea or purpose but lack specific examples and details and sense of organization
- tone and language is generally consistent and appropriate to subject and audience, but paragraph transitions are lacking
- moderate number of errors of syntax or grammar
- presence of documentation, if appropriate

Level 1: Ineffective

- main idea or purpose not identifiable, no attempt at distinct introduction, support and conclusion paragraphs
- essay lacks unity, no evidence of transitions, tone and language is inconsistent and/or inappropriate for subject and audience
- major syntax errors
- lacking appropriate documentation *if* documentation is necessary

adapted from Johnson and Wales University website

Note: Each level builds upon the level below it – to best understand Level n , start at Level 1 and work your way up to Level n .

Formatting and Submission Policies

- Technical advisory
 - Microsoft Word (.doc or .docx) format - alternate formats will not be accepted
 - *If you use a word processor other than Word, make sure that you can save your work in .doc or .docx format*
 - feedback will be provided via Track Changes and/or comments inserted into submitted documents and returned via email. A quick tutorial on Track Changes will be provided early in the course.

- Formatting requirements
 - 12 point type
 - all margins will be ¾"
 - double spacing

- Submissions will be made electronically as specified by the course instructor (email, course management system, etc.)

- A draft of a writing assignment may be submitted for review prior to "final submission" - such requests for review must be submitted *via email* no later than 72 hours before the due date for the assignment. Drafts will reviewed and feedback provided via "Track Changes" and/or comments.

- Submissions must attain an average numeric grade of at least 2 *on the Rubric for Writing* in order to receive credit. Note that the Holistic and Atomistic Rubrics are provided for guidance / advisory purposes only.
 - Submissions that are substantially below passing will require a face-to-face meeting with the course instructor to discuss problems and/or areas of weakness.

- The presence *and incorporation* of documentation and/or references to support arguments and opinions is an essential component of all submissions in this course - failure to include and properly incorporate support material will be sufficient cause for a submission to receive no (0) credit.