

BUSINESS, SOCIETY & ETHICS

Written Class Summary: Rubric Explanation

	Excellent	Satisfactory	Mediocre	Unacceptable
General Requirements				
Technical Requirements	The summary follows all the "General Technical Requirements" posted on the course webpage.	The summary generally follows those technical requirements.	The summary does not follow some of the more important technical requirements.	The summary suggests a complete lack of awareness concerning the technical requirements for forming this assignment.
Clarity	The summary follows the conventions of standard written English, with no errors hindering comprehension. All words are chosen for their precise meanings.	The summary generally follows the conventions of written spoken English, with errors not hindering comprehension. Most words are chosen for their precise meanings.	The summary generally follows the conventions of standard written English, with errors hindering comprehension. Words are not chosen for their precise meanings.	The summary does not follow the conventions of standard written English, with major errors. The summary does not acknowledge that key words have precise meanings.
Organization	It is very easy to understand and follow the information being summarized. Different pieces of information are each distinguished and introduced separately. The order of the summary follows the order of the reading questions.	It is generally easy to understand and follow the information being summarized. Usually, different pieces of information are distinguished and introduced separately. The order of the summary generally follows the order of the reading questions.	It is difficult to follow and understand the information being summarized. Different pieces of information are lumped together without being clearly distinguished.	It is impossible to follow the information being summarized. Different pieces of information are presented and discussed randomly.
Competency	The summary displays competency and understanding of the material from the previous class.	The summary displays reasonable competency and understanding of that material.	The summary does not display an adequate understanding of the material.	The summary displays serious misunderstanding about the material.
Academic Integrity*	Properly cites and/or acknowledges all outside sources using APA formatting. As relevant, the summary includes "References" and "Acknowledgments" sections at the end.	Cites and/or acknowledges outside sources, but with sloppy or inconsistent formatting.	Displays a minimal effort to cite and/or acknowledge outside sources, but without any clear formatting.	Commits plagiarism or suffers from another academic integrity violation.

*Depending on the severity of the circumstances, a mark of mediocre or unacceptable for academic integrity may also result in the instructor writing letters to the Assistant Dean for Student Affairs and the Coordinator of Community Standards informing them of an academic integrity violation in this course.

Please continue ►

Written Class Summary: Rubric Explanation (Continued)

	Excellent	Satisfactory	Mediocre	Unacceptable
Content				
Relevance	It is clear how each part of the summary is relevant to the most important and/or interesting issues from the previous class.	It is generally clear how each part of the summary is relevant concerning the most important and/or interesting issues, though some inessential details appear.	It is somewhat unclear how each part of the summary is relevant, and inessential details repeatedly appear.	Significant parts of the summary are not relevant and there are too many inessential details.
Completeness (with each Reading Question)	The summary fully and thoroughly responds to each of the assigned reading questions. The summary also goes beyond these in ways that add meaningful insight.	The summary sufficiently responds to each of those reading questions.	The summary skips over and/or does not sufficiently address each part of the reading questions.	The summary is largely incomplete or shows serious misunderstanding of how to respond to each of the reading questions.
Consultation (of the Text)	The summary reflects consultation with the assigned reading to fill in any gaps that might not have been fully covered during the previous class. The summary also use that reading to discover meaningful insights.	The summary sufficiently consults the reading to fill in any such gaps.	There are areas of the summary where the reading should have been consulted to help clarify the points being made.	The summary suggests serious misunderstandings of the assigned reading.
Overall Analysis	Overall, the summary of the previous class is successfully broken down into meaningful and relevant parts.	Overall, the summary of that class is broken down into fairly meaningful and relevant parts.	Overall, the summary of the previous class is broken down into somewhat meaningful and relevant parts.	Overall, the summary fails to break down the previous class into meaningful and relevant parts.