Business, Society & Ethics

Spring 2018

Verbal Class Summary

Rubric Explanation

	Excellent	Satisfactory	Mediocre	Unacceptable
General Requirements				
Clarity	The summary follows the conventions of standard spoken English, with no errors hindering comprehension.	The summary generally follows the conventions of standard spoken English, with errors not hindering comprehension.	The summary generally follows the conventions of standard spoken English, with errors hindering comprehension.	The summary does not follow the conventions of standard spoken English, with major errors.
	All words are chosen for their precise meanings.	Most words are chosen for their precise meanings.	Words are not chosen for their precise meanings.	The summary does not acknowledge that key words have precise meanings.
Organization	It is very easy to understand and follow the information being summarized.	It is generally easy to understand and follow the information being summarized.	It is difficult to follow and understand the information being summarized.	It is impossible to follow the information being summarized.
	Different pieces of information are each distinguished and introduced separately.	Usually, different pieces of information are distinguished and introduced separately.	Different pieces of information are lumped together without being clearly distinguished.	Different pieces of information are presented and discussed randomly.
	The order of the summary follows the order of the reading questions.	The order of the summary generally follows the order of the reading questions.		
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*	The summary properly cites and/or acknowledges all outside sources.	The summary cites and/or acknowledges outside sources, but does so sloppily or inconsistently.	The summary displays a minimal effort to cite and/or acknowledge outside sources, but without any clear method.	The summary commits plagiarism or suffers from another academic integrity violation.
	At the end of the presentation, thanks is given to anyone who helped the presenter.			

*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.

Verbal Class Summary

	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 uses 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.