**Criteria for Business Course Papers:**

**Minimum expectations for papers in this course are highlighted in the rubric in bold.**

* **Style**
  + Follow MLA format using proper page headers, margins, in-text citations, citation page etc.
* **Writing style and grammar**
  + **Papers with excessive grammatical errors will be given a 0!**
* **Plagiarism**
  + **Plagiarized papers will receive a 0 and may not be resubmitted for improved grade; however, you may be required to rewrite the paper to meet course requirements.**
  + A few forms of plagiarism:
    - Copying sources – even one sentence, without using appropriate means of identifying origins – see MLA style guide
    - Using someone else’s ideas without citing the source.
    - Using your own work from another class without permission.
* **Sources**
  + You are required to use authoritative sources in your papers in addition to the textbook –
    - General rule of thumb: One - two sources per page (i.e. 3 page paper should have 3-6 citations)
    - See individual assignments for requirements
  + Use authoritative sources from professional journals, scholarly journals, etc. Do not use sources such as Wikipedia, Dictionary.com, or biased sites. (Be critical)
* **Resubmitting Papers & Late papers**
  + See individual syllabus for policies on late papers and resubmitted papers

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| **Grading Rubric** | | | |
| Category | Criteria | Ratings | Score |
| **Assignment Criteria**   * Page/word requirement * Research requirement * Submission requirement * Formatting requirement * Other as indicated on assignment | Exceeds assignment criteria | 19-20 |  |
| **Meets all requirements of assignment** | **17** |
| Meets most requirements | 13-16 |
| Meets some requirements | 7-12 |
| Meets few requirements | 0-6 |
| **Content**   * Presentation * Persuasion * Explored various perspectives * Included supporting details * Thorough coverage of topic | All topics are addressed thoroughly with supporting details. Enough facts are gathered to present ideas persuasively. No usage of terms such as “I feel, I believe or I think.” Additional research was done with new related topics exposed and/or explored. | 17-20 |  |
| **All topics are thoroughly addressed with supporting details. Enough facts are gathered to present ideas persuasively. No usage of terms such as “I feel, I believe or I think.” Critical reflection and construction of new insight is evident** | **13-16** |
| Most topics are addressed with supporting details | 6-12 |
| Topics not addressed fully. Content is primarily a summary of the textbook | 0-6 |
| **Writing Style and Grammar**   * Grammar * Spelling * Sentence structure * Readability * Paragraph flow * Creativity | Compelling and creative writing style. No grammatical errors  Sentence structure is varied and rhythmic | 18-20 |  |
| **Very few grammatical or spelling errors.**  **Sentence structure complete and non-cumbersome**  **Highly readable** | **14-17** |
| Readable  Some grammatical/spelling or sentence structure errors | 8-13 |
| Many errors  Difficult to read | 0-7 |
| **MLA Format**   * Headings * Page margins * Page numbering * Line spacing * Typeface * Number usage * In-text citation use | Followed MLA style with no errors | 10 |  |
| **Followed MLA style with minimal errors** | **7-9** |
| Followed MLA style with some obvious errors | 4-6 |
| Little or no effort made at MLA compliance | 0-3 |
| **Sources**   * Citation page * Content of citations * Format of citations * In-text citations * Reliability * Quantity of citations | Researched additional sources to find valid alternate opinions and/or appropriate examples | 9-10 |  |
| **Used an appropriate number of sources. All sources are reliable. Citation page and in-text citations are correctly formatted** | **7-8** |
| Too few sources or sources were not reliable; however,  citations were correctly formatted | 4-6 |
| Too few sources or citations incorrectly formatted | 2-3 |
| No sources, no attempt at compliance | 0-1 |
| **Organization of Content**   * Introduction/thesis statement * Transitions * Logical flow * Appropriate paragraph breaks * Conclusion | Paper includes a strong thesis statement, a variety of thoughtful transitions, arguments presented in a logical sequence and position is restated in the closing paragraph | 10 |  |
| **Introduction outlines main points of paper, sequence is logical and conclusion summarizes paper** | **7-9** |
| Sequence is logical but either the introduction or conclusion is weak or missing | 3-6 |
| Paper consists of random pieces of information that is not connected. It is difficult to follow any logical thought process | 0-2 |
| **Business Style Writing**   * Established Hierarchy * Headings * Subheadings * Active voice * Eliminates unnecessary words * Avoids long cumbersome sentences | Has a well established hierarchy, succinct writing style that is clear, non-cumbersome and predominantly in active voice | 9-10 |  |
| **Subheads used on papers longer than one page. Most unnecessary words were eliminated. No awkward sentences. Bullet points used wherever appropriate** | **6-8** |
| No subheads used or paper uses too many meaningless words | 3-7 |
| None of the business style writing guidelines followed making paper difficult to read | 0-2 |
| **Total** |  |  |  |