GB512: Unit 3 Assignment Grading Rubric

Unit 3 Assignment Grading Rubric	Percent possible	Points possible	Points Earned
Content per checklist	**100%**	100	
The 500–700 word original* memo permission request as if writing to the boss, that addresses the checklist items and provides complete information demonstrating analysis and critical thinking:			
• Describes the problem or project chosen and explains its significance		40	
• Integrates at least two viable sources into the request to demonstrate research is available to support the topic		20	
• Provides APA formatted in-text citations and reference page*****		15	
• Follows memo formatting, including headings within the memo		15	
• Contains no grammatical or mechanical errors******		10	
	Percent	**Total Points possible**	
Your Score:	100%	100	

*Any submission that is plagiarized or otherwise violates academic integrity will earn a grade of "0" and the incident will be reported to the Provost's Office.

**Any submission containing grammatical errors that are so serious as to interfere with delivery of the message earns a grade of 0. Serious grammatical errors include sentence errors – fragments, run-on sentences, comma splices. Further, errors in coherence, punctuation, organization, and logic have the potential to earn a grade of 0. Such errors present a serious obstacle in conveying your ideas and submissions containing such errors cannot earn a passing grade. At the professor's discretion, revisions may be permitted.

Any submission that fails to address the topic given or the assignment goal will earn a grade of 0 and/or a request for revision by the instructor.