

**School of General Education**

CM107 Unit 2 Assignment (50 Points Possible)

	Exceeds Expectations	Exceeds Some Expectations	Meets Expectations	Meets Some Expectations	Does Not Meet Expectations	POINTS POSSIBLE
<b>Audience and Purpose</b>	Insightfully identifies audience and purpose of document	Clearly identifies audience and purpose of document	May not be precise as to audience and purpose	May not clearly identify audience or purpose	Does not identify audience and purpose	<b>/8</b>
<b>Main Points</b>	Clearly and concisely summarizes main points of article	Effectively summarizes main points of article	Summarizes the main points with some omissions	May not clearly summarize main points of article or demonstrates misunderstanding of the article	Summary of article is not included or distorts meaning and does not demonstrate understanding of the article	<b>/10</b>
<b>Writing Strategies</b>	Skillfully identifies two writing strategies author uses	Identifies two writing strategies author uses	Identifies two writing strategies adequately	May only identify one writing strategy	Does not identify writing strategies	<b>/10</b>
<b>Evaluation of Effectiveness</b>	Skillfully analyzes two writing strategies	Analyzes two writing strategies author uses	Adequately analyzes two writing strategies author uses	May only analyze one writing strategy	Does not analyze any writing strategies	<b>/10</b>

	s author uses					
<b>Spelling and Grammar</b>	Very few, if any, editing, spelling, and grammar errors present	Some minor editing, spelling, and grammar weaknesses are present	Some major errors in grammar and sentence structure but still adequate	Includes several serious grammar and spelling errors that affect meaning	Includes severe errors in grammar and spelling that lead to incoherence	<b>/4</b>
<b>Organization</b>	Ideas are clearly and effectively organized	Is well-organized with transitions	May be missing some transitions	May be only 1 or 2 paragraphs or is disorganized	Demonstrates no logical organization	<b>/4</b>
<b>Length</b>	Meets length requirements	Meets length requirements	Meets length requirements	Does not meet length requirements	Does not meet length requirements  If plagiarized, a grade of zero is automatic	<b>/4</b>
						<b>Total:</b>  <b>/50</b>

CM107 Unit 4 Assignment (60 Points Possible)

	Exceeds Expectations	Exceeds Some Expectations	Meets Expectations	Meets Some Expectations	Does Not Meet Expectations	POINTS POSSIBLE
<b>Main Point</b>	Establishes an insightful main point	Establishes a clear main point	Establishes a main point	Main point may be unclear	Does not establish a main point	<b>/10</b>

<b>Relevance to Audience</b>	Skillfully addresses audience's needs and establishes relevance of the information to audience	Addresses audience's needs effectively and establishes relevance of information to audience	Identifies some relevance to audience	Relevance to audience may be unclear or not established	Relevance to audience is not established	<b>/10</b>
<b>Supporting Details</b>	Effectively develops main point with relevant supporting information and personal connection	Develops main point with relevant supporting information and personal connection	Develops most ideas with appropriate supporting information with some personal connection	May not develop most ideas, supporting information may not be relevant, and/or a personal connection may not be clear	Ideas are not developed or supporting details are irrelevant; a personal connection is not included	<b>/10</b>
<b>Language Choice</b>	Language is effectively informal and appropriate to audience and situation	Language is effectively informal and appropriate to audience and situation	Language may occasionally lapse into formality but is generally appropriate to audience and situation	Language is too formal or ineffective for audience and situation	Language is inappropriate to audience and situation	<b>/8</b>
<b>Spelling and Grammar</b>	Very few, if any, editing, spelling, and grammar errors present	Some minor editing, spelling, and grammar weaknesses are present	Some major errors in grammar and sentence structure but still adequate	Includes several serious grammar and spelling errors that affect meaning	Includes severe errors in grammar and spelling that lead to incoherence	<b>/5</b>
<b>Sentence Structure</b>	Demonstrates strong sentence structure,	Demonstrates some sentence complexity,	Sentence structure is generally clear but	Multiple problems with word choice and	Includes multiple errors in sentence	<b>/5</b>

	complexity, and variety	variety, and effective sentence structure	may contain few examples of sentence variety or complexity	several errors in sentence structure are present	structure that affect meaning and clarity	
<b>Organization</b>	Is organized logically and effectively and uses appropriate transition devices	Is organized and uses transition devices appropriately	Is generally well-organized but may be missing some transition devices	Organization is unclear and transition devices are mostly missing	Is disorganized and lacks transition devices	<b>/5</b>
<b>Length</b>	Meets length requirements	Meets length requirements	Meets length requirements	Does not meet length requirements	Does not meet length requirements  If plagiarized, a grade of zero is automatic	<b>/5</b>
<b>APA Formatting and Title Page</b>	Applies 6th Edition APA formatting with no errors	Applies 6th Edition APA formatting with a few minor errors	Applies 6th Edition APA formatting but with more than a few minor errors	Some attempt at 6th Edition APA formatting but multiple errors are present	Does not apply APA formatting; may not include a title page  If plagiarized, a grade of zero is automatic	<b>/2</b>
						<b>Total:</b>  <b>/60</b>



CM107 Unit 6 Assignment (100 Points Possible)

	Exceeds Expectations	Exceeds Some Expectations	Meets Expectations	Meets Some Expectations	Does Not Meet Expectation	POINTS POSSIBLE
<b>Thesis</b>	Draft establishes an insightful informative thesis related to a cause or an effect	Draft establishes a clear informative thesis related to a cause or an effect	Draft establishes an informative thesis related to a cause or an effect	Draft establishes a main point but it may not address a cause or an effect	Does not establish a main point	<b>/15</b>
<b>Development</b>	Ideas are thoroughly developed with well-chosen supporting details	Ideas are well-developed with effective supporting details	Ideas are generally developed with appropriate supporting details	Ideas are missing many supporting details	Ideas are not supported	<b>/30</b>
<b>Research Plan Paragraph</b>	Research plan is well developed and identifies specific information to be researched	Research plan is generally developed and identifies information to be researched	Research plan is somewhat developed and includes some research ideas	Research plan is very brief and general.	Includes no Research Plan (-10)	<b>/10</b>
<b>Organization</b>	Is logically organized and utilizes effective transition devices	Is organized effectively and uses transition devices	Organized but may be missing some transitions	Lacks transitions and organization is weak	Is disorganized	<b>/10</b>
<b>Language Choice</b>	Language is appropriately formal	Language is generally appropriately formal	Language is generally effective and formal but may occasionally be	Language may not be effective for academic audience	Language is informal or inappropriate for academic audience	<b>/10</b>

			awkward or informal			
<b>Spelling and Grammar</b>	Very few, if any, editing, spelling, and grammar errors present	Some minor editing, spelling, and grammar weaknesses are present	Some major errors in grammar and sentence structure but still adequate	Includes several serious grammar and spelling errors that affect meaning	Includes severe errors in grammar and spelling that lead to incoherence	<b>/5</b>
<b>Sentence Structure</b>	Demonstrates strong sentence structure, complexity, and variety	Demonstrates some sentence complexity, variety, and effective sentence structure	Sentence structure is generally clear but may contain few examples of sentence variety or complexity	Multiple problems with word choice and several errors in sentence structure are present	Includes multiple errors in sentence structure that affect meaning and clarity	<b>/5</b>
<b>Length</b>	Meets length requirements	Meets length requirements	Meets length requirements	Does not meet length requirements	Does not meet length requirements  If plagiarized, a grade of zero is automatic	<b>/5</b>
<b>Revision</b>	Demonstrates substantial revision from the Unit 6 DB post	Demonstrates revision from the Unit 6 DB post	Demonstrates some revision from the Unit 6 DB post	Demonstrates very little revision from the Unit 6 DB post	Demonstrates no revision from the Unit 6 DB post	<b>/5</b>
<b>APA Formatting and Title Page</b>	Applies 6th Edition APA formatting with no errors	Applies 6th Edition APA formatting with a few minor errors	Applies 6th Edition APA formatting but with more than a few minor errors	Some attempt at 6th Edition APA formatting but multiple errors are present	Does not apply APA formatting; may not include a title page	<b>/5</b>

					If plagiarized, a grade of zero is automatic	
						<b>Total:</b>  <b>/100</b>

CM107 Unit 8 Assignment (120 Points Possible)

	Exceeds Expectations	Exceeds Some Expectations	Meets Expectations	Meets Some Expectations	Does Not Meet Expectations	POINTS POSSIBLE
<b>Thesis</b>	Establishes a clear, original, and thoughtful thesis related to a cause or an effect	Establishes a clear, specific thesis related to a cause or an effect	Position or thesis may be somewhat unclear or does not address a cause or an effect	Position or thesis is unclear or does not address a cause or an effect	Position or thesis is missing or unclear	<b>/8</b>
<b>Development</b>	Ideas are thoroughly developed with well-chosen supporting details	Ideas are well-developed with effective supporting details	Ideas are generally developed with appropriate supporting details	Ideas are missing many supporting details	Ideas are not supported	<b>/20</b>
<b>Sources</b>	Effectively incorporates 3-4 reliable, relevant, and strong secondary sources appropriate	Incorporates 3-4 reliable and relevant secondary sources appropriate to academic writing	Incorporates 3-4 sources but one source may be unreliable or inappropriate for	Incorporates 1-2 sources or relies mostly on primary or unreliable dot com sources like	Incorporates no sources or relies entirely on unreliable or primary sources	<b>/10</b>

	to academic writing		academic writing or one source may be a primary source like a dictionary	Wikipedia or ask.com		
<b>Source Integration</b>	Paraphrases source information effectively and does not simply rely on quotes; does not over rely on sources	Demonstrates the ability to paraphrase sources and does not simply rely on quotations; does not over rely on sources	May incorporate sources adequately but may rely more on quotes rather than paraphrasing or may paraphrase source information with errors; may over rely on sources	Relies almost entirely on quotes and does not paraphrase sources or may paraphrase source information incorrectly or ineffectively; may over rely on sources	Relies entirely on quotes and does not demonstrate the ability to paraphrase sources at all; may over rely on sources	<b>/20</b>
<b>APA Style Citations</b>	Cites sources appropriately both in text and in a references page	Cites sources appropriately both in text and in a references page	Cites sources in text and in a references page but will have more than minor errors in APA formatting and citations	May be missing some in-text citations or have several formatting and citation errors that are more problematic than missing periods, for example	Has substantial and frequent errors in formatting and citations	<b>/15</b>
<b>Organization</b>	Is logically organized and utilizes effective transition devices	Is organized effectively and uses transition devices	Organized but may be missing some transitions	Lacks transitions and organization is weak	Is disorganized	<b>/8</b>

<b>Language Choice</b>	Uses appropriately formal language, avoiding first and second person entirely	Uses appropriately formal language, avoiding first and second person	Language is generally effective and formal but may occasionally be awkward or informal; may use first and second person	Language may not be effective for academic audience; uses first or second person	Language is informal or inappropriate for academic audience; uses first or second person consistently	<b>/8</b>
<b>Spelling and Grammar</b>	Very few, if any, editing, spelling, and grammar errors are present	Some minor editing, spelling, and grammar weaknesses are present	Some major errors in grammar and spelling but still adequate	Includes several serious grammar and spelling errors that affect meaning	Includes severe errors in grammar and spelling that lead to incoherence	<b>/8</b>
<b>Sentence Structure</b>	Demonstrates strong sentence structure, complexity, and variety	Demonstrates some sentence complexity, variety, and effective sentence structure	Sentence structure is generally clear but may contain few examples of sentence variety or complexity	Multiple problems with word choice and several errors in sentence structure are present	Includes multiple errors in sentence structure that affect meaning and clarity	<b>/8</b>
<b>Length</b>	Meets length requirements	Meets length requirements	Meets length requirements	Does not meet length requirements	Does not meet length requirements  If plagiarized, a grade of zero is automatic	<b>/5</b>
<b>Revision</b>	Demonstrates substantial revision from the	Demonstrates revision from the Unit 8 DB post	Demonstrates some revision from the Unit 8 DB post	Demonstrates very little revision from the Unit 8 DB post	Demonstrates no revision from the Unit 8 DB post	<b>/5</b>

	Unit 8 DB post					
<b>APA Formatting and Title Page</b>	Applies 6th Edition APA formatting with no errors	Applies 6th Edition APA formatting with a few minor errors	Applies 6th Edition APA formatting but with more than a few minor errors	Some attempt at 6th Edition APA formatting but multiple errors are present	Does not apply APA formatting; may not include a title page  If plagiarized, a grade of zero is automatic	<b>/5</b>
						<b>Total:</b>  <b>/120</b>

CM107 Unit 9 Assignment (100 Points Possible)

	Exceeds Expectations	Exceeds Some Expectations	Meets Expectations	Meets Some Expectations	Does Not Meet Expectations	POINTS POSSIBLE
<b>Main Point</b>	Insightfully summarizes the problem or issue	Clearly summarizes the problem or issue	Summarizes the problem or issue	The problem or issue may be unclear	Does not identify the problem or issue	<b>/10</b>
<b>Relevance to Audience</b>	Skillfully establishes relevance of the information to a specific decision maker audience.	Effectively establishes relevance of information to audience. The audience is a decision maker	Identifies some relevance to audience. The audience is a decision maker	Relevance to audience may be unclear or not established. The audience may not be a decision maker	Relevance to audience is not established or is not written to a decision maker	<b>/10</b>

<b>Supporting Details</b>	Supporting details are well-chosen and relevant to the main point	Supporting details are appropriate and mostly relevant	Includes relevant supporting details for most ideas/claims but some ideas/claims may need more support and development	May include few supporting details or details may not be relevant to the main point	Supporting details are inappropriate or irrelevant to the main point	<b>/20</b>
<b>Use of Source</b>	Reliable and relevant paraphrased source information is effectively used to support claims. Source is cited in-text and on the Reference page without errors.	Reliable and relevant paraphrased source information supports claims. Source is cited in-text and on the Reference page with minor errors	Source information supports claims generally but may not be paraphrased effectively or may have more than minor citations errors in-text and/or on the Reference page.	Source information comes from an unreliable source or is entirely quoted. May be missing in text citations and the Reference page.	No source is used to support claims.	<b>10</b>
<b>Language Choice</b>	Language is effectively chosen and is appropriate to audience and situation	Language chosen is generally effective for audience and situation	Language is generally appropriate to audience and situation, but may lapse into formality, informality, or be inconsistent	Language is not appropriate to audience and situation	Language is inappropriate to audience and purpose	<b>/10</b>
<b>Spelling and Grammar</b>	Very few, if any, editing, spelling, and grammar errors are present	Some minor editing, spelling, and grammar weaknesses are present	Some major errors in grammar and sentence structure but still adequate	Includes several serious grammar and spelling errors that affect meaning	Includes severe errors in grammar and spelling that lead to incoherence	<b>/8</b>
<b>Sentence Structure</b>	Demonstrates strong sentence structure,	Demonstrates some sentence complexity,	Sentence structure is generally clear but may	Multiple problems with word choice and	Includes multiple errors in sentence	<b>/8</b>

	complexity, and variety	variety, and effective sentence structure	contain few examples of sentence variety or complexity	several errors in sentence structure are present	structure that affect meaning and clarity	
<b>Organization</b>	Is organized logically and effectively and uses appropriate transition devices	Is organized and uses transition devices appropriately; language is effectively informal to and appropriate to audience and situation	Is generally well-organized but may be missing some transition devices	Organization is unclear and transition devices are mostly missing	Is disorganized and lacks transition devices	<b>/8</b>
<b>Length</b>	Meets length requirements	Meets length requirements	Meets length requirements	Does not meet length requirements	Does not meet length requirements  If plagiarized, a grade of zero is automatic	<b>/5</b>
<b>Revision</b>	Demonstrates substantial revision from the Unit 9 DB post	Demonstrates revision from the Unit 9 DB post	Demonstrates some revision from the Unit 9 DB post	Demonstrates very little revision from the Unit 9 DB post	Demonstrates no revision from the Unit 9 DB post	<b>/5</b>
<b>Memo Format</b>	Document memo format is correct with no errors	Document memo format is correct with a few minor errors	Document memo format is correct but will have errors	Document memo format may be may not be followed or may be missing multiple elements	Document format is inappropriate to audience and situation or no attempt at memo document format is made  If plagiarized, a grade of zero is automatic	<b>/6</b>
						<b>Total:</b>

						<b>/100</b>
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