**Written Communication Rubric**

════════════════════════════════════════════════════

|  |  |  |  |
| --- | --- | --- | --- |
| **STRUCTURE** | ***EXCEEDS EXPECTATIONS*** | ***MEETS EXPECTATIONS*** | ***BELOW EXPECTATIONS*** |
| 1. Summarizes the problem or issue |  |  |  |
| 2. Presents topics in logical order |  |  |  |
| 3. Groups similar ideas in paragraphs |  |  |  |
|  |  |  |  |
| **CLARITY** | ***EXCEEDS EXPECTATIONS*** | ***MEETS EXPECTATIONS*** | ***BELOW EXPECTATIONS*** |
| 1. States ideas clearly |  |  |  |
| 2. Explains key points |  |  |  |
| 3. Uses transitions between ideas and/or paragraphs |  |  |  |
| 4. Uses consistent tense |  |  |  |
| **EDITING** | ***EXCEEDS EXPECTATIONS*** | ***MEETS EXPECTATIONS*** | ***BELOW EXPECTATIONS*** |
| 1. Uses appropriate language |  |  |  |
| 2. Avoids grammar errors |  |  |  |
| 3. Avoids spelling errors |  |  |  |
| 4. Avoids run on/incomplete sentences |  |  |  |
| **FORMATTING** | ***EXCEEDS EXPECTATIONS*** | ***MEETS EXPECTATIONS*** | ***BELOW EXPECTATIONS*** |
| 1. Uses proper headings |  |  |  |
| 2. Has consistent formatting |  |  |  |
| 3. Cites sources |  |  |  |
| 4. Double-spaced, 12-point, Times New Roman font |  |  |  |
|  | | | |
| **EXCEEDS EXPECTATIONS** | **Demonstrates throughout** | | |
| **MEETS EXPECTATIONS** | **Demonstrates for a majority** | | |
| **BELOW EXPECTATIONS** | **Demonstrates less than a majority** | | |

Craig School of Business

**Critical Thinking Rubric**

═══════════════════════════════════════════════════════

|  |  |  |  |
| --- | --- | --- | --- |
| **REASONING** | ***EXCEEDS EXPECTATIONS*** | ***MEETS EXPECTATIONS*** | ***BELOW EXPECTATIONS*** |
| 1. Clearly states a position or proposition |  |  |  |
| 2. Considers possible biases |  |  |  |
| 3. Avoids unsupported assumptions |  |  |  |
| 4. Makes appropriate inferences |  |  |  |
| **ASSESSMENT** | ***EXCEEDS EXPECTATIONS*** | ***MEETS EXPECTATIONS*** | ***BELOW EXPECTATIONS*** |
| 1. Expands on and clarifies position |  |  |  |
| 2. Analyzes key points |  |  |  |
| 3. Considers possible implications |  |  |  |
| 4. Makes needed comparisons |  |  |  |
| **DATA USE** | ***EXCEEDS EXPECTATIONS*** | ***MEETS EXPECTATIONS*** | ***BELOW EXPECTATIONS*** |
| 1. Provides relevant specific examples to support position |  |  |  |
| 2. Presents needed supporting data |  |  |  |
| 3. Examines applicable data |  |  |  |
| 4. Cites sources of data properly |  |  |  |
| **CREATIVITY** | ***EXCEEDS EXPECTATIONS*** | ***MEETS EXPECTATIONS*** | ***BELOW EXPECTATIONS*** |
| 1. Creates appropriate analogy or illustration |  |  |  |
| 2. Considers multiple contexts |  |  |  |
| 3. Evaluates relevant options |  |  |  |
| 4. Provides support for conclusion |  |  |  |
|  | | | |
| **EXCEEDS EXPECTATIONS** | **Demonstrates throughout** | | |
| **MEETS EXPECTATIONS** | **Demonstrates for a majority** | | |
| **BELOW EXPECTATIONS** | **Demonstrates less than a majority** | | |