John David Lynch

PRM 220: PROFESSIONAL ORGANIZATION ASSIGNMENT RUBRIC

Criteria	Inadequate	Below Average	Average	Above Average	Excellent
APA Title Page: Page number, Title, Author, Class number & name, and date.	**2 Points** APA format is not used. None to very little of the APA information shared in class is not applied	**4 Points** APA needs significant work. At least two basic items such as page numbers, header, headings, citations, or references are missing. Consistent and numerous formatting errors with title page, citations, and references are present.	**6 Points** APA needs work – however basic APA formatting is present. Basic items such as title page, page numbering, header, headings, citations, and references are all present but not necessarily perfect. All job descriptions are APA cited and referenced. Personal communication is cited.	**8 Points** Applies all APA formatting with accuracy. Few mistakes are made. If minimal mistakes are made, they are consistent.	**10 Points** Applies all APA formatting with accuracy and consistency. There are virtually no errors. If an error occurs, they are minor and isolated.
Formatting: 1 inch margins all around, left justified,12 point font ,indent all paragraphs, double spaced, Page numbers in top right, APA citations and references, Use headings to organize content	**2 Points** APA format is not used. None to very little of the APA information shared in class is not applied	**4 Points** APA needs significant work. At least two basic items such as page numbers, header, headings citations, or references are missing. Consistent and numerous formatting errors with title page, citations, and references are present.	**6 Points** APA needs work – however basic APA formatting is present. Basic items such as title page, page numbering, header, headings, citations, and references are all present but not necessarily perfect. All job descriptions are APA cited and referenced. Personal communication is cited.	**8 Points** Applies all APA formatting with accuracy. Few mistakes are made. If minimal mistakes are made, they are consistent.	**10 Points** Applies all APA formatting with accuracy and consistency. There are virtually no errors. If an error occurs, they are minor and isolated.
Reflection	**2 Points** Incomplete or missing.	**4 Points** Answer is short with little detail. Does not compare and contrast association's values to your own.	**6 Points** The reflection does not answer completely the assignment question.	**8 Points** Explains why you would join or not join the association you have selected to review.	**10 Points** Explains why you would join or not join the association you have selected to review. Explained eloquently and clearly by using detailed information from the readings.
Description of Association	**2 Points** Missing 2 + Key components from the directions.	**4 Points** Missing 2 key components from the directions. Unclear writing. Does no choose an official association from the	**6 Points** Offers a good summary of the association. But, is missing one key component from the directions. Or not delivered in	**8 Points** Include the mission statement, code of ethics, membership categories. Chooses an official association from the list given.	**10 Points** Includes the mission statement, code of ethics, membership categories. Chooses an official

		list offered.	a clear way. Does not choose an official association from the list offered.		association from the list given.
Grammar & Spelling	**2 Points** Appears no effort has been made to edit paper. Significant number of errors. Grammar and spelling consistently poor. Sentence structure is very poor. Hard to follow cohesive thoughts and important points.	**4 Points** Significant number of grammatical and spelling errors. Sentences are awkward. Poor phrasing, over use of prepositions, and confusing statements.	**6 Points** Some grammatical and spelling errors are identified. Up to 3 or 4 errors would be considered average. More than two sentences are awkward and need to be reworded	**8 Points** Grammar and spelling are above average. Sentence structure is consistently good. Punctuation is consistent and appropriate. One or two awkward sentences may be identified.	**10 Points** Grammar and spelling tend to be perfect. There are no errors. If an error is found – it is isolated and not significant.
Overall Organization and effort	**2 Points** Little effort has been made to include critical components of the assignment.	**4 Points** No clear distinction between sections. Transition between paragraphs is poor.	**6 Points** The paper is divided into distinct sections using APA headings. Some inconsistencies existed between headings.	**8 Points** The paper is divided into distinct sections using APA headings.	**10 Points** The paper is divided into distinct sections using APA headings. There is clear and coherent transition between sections.