PRM 426 Administration and Finance – A1 - Mission Statement/Goals & Objectives Rubric

Criteria	Inadequate	Below Average	Average	Above Average	Excellent
Title page: Include page number, name of the assignment, class prefix/number and name, your name and the date.	**1 Point** Missing 3 or more of the five parts of the APA title page.	**2 Points** Missing 2 of the five parts of the APA title page.	**3 Points** Missing 1 of the five parts of the APA title page.	**4 Points** Includes all five parts of the APA title page. Minor punctuation error.	**5 Points** Page number, name of the assignment, class prefix/number and name, your name and the date.
Assignment format: Font: Ariel, Times New Roman, or CG Times Font size: 12 point Margins: 1 inch, top bottom - left & right. Justification: left justified. Line Spacing: double space. Page numbers: Number pages at the top right, do not number the first (title) page. References: APA style reference list.	**1 Point** APA format is not used. None to very little of the APA information is applied.	**2 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 citations and references are present.	**3 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. References are APA cited and referenced. Personal communication is cited.	**4 Points** Applies all APA formatting with accuracy. Few mistakes are made. If minimal mistakes are made, they are consistent.	**5 Points** Applies all APA formatting with accuracy and consistency. If any errors occur, they are minor and isolated.
Grammar and Spelling	**2 Points** Appears no effort has been made to edit the paper. Significant number of errors. Grammar and spelling are 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 re-worded.	**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.	**15 Points** Grammar and spelling are perfect. There are no significant errors. If an error is found it is isolated.

Assignment Organization	**2 Points** Little effort has been made to include critical components of the assignment.	**4 Points** No clear distinction between sections.	**6 Points** The paper is divided into distinct sections using APA headings. Some in consistencies exist between headings.	**8 Points** Paper is divided into distinct sections using APA headings.	**15 Points** Paper is divided into distinct sections using APA headings with clear and coherent transition between sections.
Appropriate Agency	**2 Points** Have not identified any agency, or included a recreation center name or address.	**4 Points** Identified a non-municipal agency, but did not identify the recreation center name and/or address.	**6 Points** Identified a non-municipal agency, but included the recreation center's name and/or address.	**10 Points** Identified a municipal agency, but did not include the recreation centers name and/or address.	**15 Points** Identified a municipal agency, and the recreation centers name and address.
Mission Statement	**2 Points** Did not include a mission statement.	**4 Points** Included a mission statement, but did not include the recreation center's name in the mission statement.	**6 Points** Included a mission statement, and the recreation center's name in the mission statement. But did not include the benefits of the recreation center's programs and services to the community.	**10 Points** Included a mission statement, and the recreation center's name in the mission statement. Did not clearly list benefits of the recreation center's programs and services to the community.	**15 Points** Included a mission statement, and the recreation center's name in the mission statement. Clearly listed benefits of the recreation center's programs and services to the community.
Program Goals	**2 Points** Did not include any of the five goals.	**4 Points** Included three out of five goals. Goals are not in the correct format.	**6 Points** Included five goals but one or more are not in the correct format.	**10 Points** Included five goals but three or more are not in the correct format.	**15 Points** Included five goals in the correct format.
Program Objectives	**2 Points** Did not include any of the ten objectives.	**4 Points** Included six out of ten objectives. Objectives were not in the correct format.	**6 Points** Included ten objectives but four or more were not in the correct format.	**10 Points** Included ten goals but two or more were not in the correct format.	**15 Points** Included ten goals in the correct format.