

Content & Organization	Mastering 5 points	Mastering 4 points	Developing 3 points	Developing 2 points	Emerging 1 point	Emerging 0 points
Introduction	Introduction provides detailed background and previews major points.	Introduction provides detailed background and previews major points.	Introduction provides sufficient background and previews most major points.	Introduction provides sufficient background and previews most major points.	Introduction doesn't provide sufficient background or preview major points.	Introduction doesn't provide sufficient background or preview major points.
Key Elements	Key elements of the assignment are covered in a substantive manner.	Key elements of the assignment are covered in a substantive manner.	Some key elements are addressed, though some aspects are not covered in enough detail	Some key elements are addressed, though some aspects are not covered in enough detail.	Key elements of the assignment are not covered or only addressed in a cursory manner	Key elements of the assignment are not covered or only addressed in a cursory manner
Links Theory Examples	Paper provides excellent links to theory with relevant examples from current experience and industry.	Paper provides excellent links to theory with relevant examples from current experience and industry.	Paper does link theory to relevant examples of current experience and industry.	Paper does link theory to relevant examples of current experience and industry.	Paper does not link theory to relevant examples of current experience and industry.	Paper does not link theory to relevant examples of current experience and industry.
Major Points Stated Clearly	Most of the major points are stated clearly; are supported by specific details, examples or analyses.	Most of the major points are stated clearly; are supported by specific details, examples or analyses.	Many major points are stated clearly; are supported by specific details, examples or analyses.	Many major points are stated clearly; are supported by specific details, examples or analyses.	Major points are not stated clearly; are not supported by specific details, examples or analyses.	Major points are not stated clearly; are not supported by specific details, examples or analyses.
Conclusion	The conclusion possesses excellent logic, flows from the body of the paper and reviews the major points.	The conclusion possesses excellent logic, flows from the body of the paper and reviews the major points.	The conclusion possesses logic, flows from the body of the paper and reviews most of the major points.	The conclusion possesses logic, flows from the body of the paper and reviews most of the major points.	The conclusion possesses minimal logic, flow from the body of the paper and review of the major points.	The conclusion possesses minimal logic, flow from the body of the paper and review of the major points.

Source: Dr. William Walence, Health Systems Planning Paper, Colleges of Health Science and Technology

Readability & Style	Mastering 5 points	Mastering 4 points	Developing 3 points	Developing 2 points	Emerging 1 point	Emerging 0 points
Tone	The tone of the paper is always appropriate for the content, assignment and audience.	The tone of the paper is always appropriate for the content, assignment and audience.	The tone of the paper is typically appropriate for the content, assignment and audience.	The tone of the paper is typically appropriate for the content, assignment and audience.	The tone of the paper is not appropriate for the content, assignment and audience.	The tone of the paper is not appropriate for the content, assignment and audience.
Clarity	Sentences are clear, concise or complete	Sentences are clear, concise or complete	Sentences are typically clear, concise or complete	Sentences are typically clear, concise or complete.	Sentences are not clear, concise or complete.	Sentences are not clear, concise or complete.
Mechanics	Mastering 5 points	Mastering 4 points	Developing 3 points	Developing 2 points	Emerging 1 point	Emerging 0 points
APA	APA , or specified guideline, is routinely followed Citations routinely follow APA guidelines.	APA , or specified guideline, is routinely followed Citations routinely follow APA guidelines.	APA , or specified guideline, is generally followed. Citations typically follow APA guidelines.	APA , or specified guideline, is generally followed. Citations typically follow APA guidelines.	APA , or specified guideline, is not followed. Citations do not follow APA guidelines.	APA , or specified guideline, is not followed. Citations do not follow APA guidelines.
Rules	Rules of grammar, usage, and punctuation are consistently followed.	Rules of grammar, usage, and punctuation are consistently followed.	Rules of grammar, usage, and punctuation are generally followed.	Rules of grammar, usage, and punctuation are generally followed.	Rules of grammar, usage, and punctuation are not followed.	Rules of grammar, usage, and punctuation are not followed.
Spelling	Two or less spelling errors or typos.	Two or less spelling errors or typos.	Occasional spelling errors or typos.	Occasional spelling errors or typos.	Frequent spelling errors or typos.	Frequent spelling errors or typos.
Overall Score	Mastering 50 or more	Mastering 40 or more	Developing 30 or more	Developing 20 or more	Emerging 10 or more	Emerging 0 or more