

Formal Topic Style Outline Grading Rubric

Note: This document is to serve as a guide. The instructor holds the sole authority and responsibility for assessing the student performance in regards to their submission based on the categories below.

	<i>Assessment Scale</i>				
<i>Assessment Categories</i>	Excellent	Well-Done	Meets the Standard	Does Not Meet the Standard	Unsatisfactory
Thesis	(10 points) Thesis is clear and proposes an arguable point; it takes a stand. Thesis contains a minimum of three main points. Thesis appears in the proper position within the selected outline style.	(9 points) Thesis is clear and proposes an arguable point; it takes a stand. Thesis contains a minimum of three main points. Thesis does not appear in the correct position within the paper OR is missing a small but key element.	(7 points) Thesis generally complete, <i>but may need revising during the research process</i> . Thesis does not appear in the correct position within the paper OR is missing a small but key element.	(5 points) Student has selected a topic and written a sentence where the thesis should be located within the assignment, but has \ unsuccessfully synthesized a thesis. Either the submission is not arguable or it is missing the key points to be discussed within the paper.	(0 points) Student's submission does not include a thesis statement. Resubmission will be required.
Content	(35 points) Each main point (I, II, and III) contains 3 supporting details (A1-4, B1-4, C1-4) pursuant to the provided template. Included information clearly relates to the main point being discussed AND the student's thesis statement. Outline includes a diverse set of supporting details, statistics, examples, and/or evidence for each main point (I, II, and III) - all of which directly support the thesis statement.	(30 points) Each main point (I, II, and III) contains 2 supporting details (A1-4, B1-4) pursuant to the provided template. Included information clearly relates to the main point being discussed AND the student's thesis statement. Outline includes a diverse set of supporting details, statistics, examples, and/or evidence for each main point (I, II, and III) - all of which directly support the thesis statement.	(25 points) Each main point (I, II, and III) contains 1 supporting details (A1-4) pursuant to the provided outline format. Included information clearly relates to the main point being discussed AND the student's thesis statement. Outline includes a diverse set of supporting details, statistics, examples, and/or evidence for each main point (I, II, and III) - all of which directly support the thesis statement.	(20 points) One or more sections were not addressed within the student submission. Information provided had little to do with the thesis statement. Information lacks organization and logical reasoning.	(0 points) Student has not covered the required content or utilized an approved method of submission. Resubmission will be required.
Formatting Requirements	(20 points) Student utilizes the provided formal topic style outline template . The introduction, main points (sections I, II, and III) and the conclusion sentences are completed. All main section headings have been labeled in a logical manner mirroring the main points listed in the thesis statement.	(18 points) Student closely follows the formal topic style outline format provided as a template by instructor., but there are a few mistakes/missing points. All/Most main section headings have been labeled in a logical manner mirroring the main points listed in the thesis statement.	(15 points) Students follows the formal topic style template closely, but there are several mistakes/missing points. All/Most main section headings have been labeled in a logical manner mirroring the main points listed in the thesis statement.	(10 points) Student loosely follows the formal topic style outline format. All/Most main section headings have been labeled in a logical manner mirroring the main points listed in the thesis statement.	(0 points) Student did not follow the required format for this assignment and the work submitted shows no logical flow or reasoning. Resubmission will be required.

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Mechanics & Grammar	(25 points) Assignment has clearly been edited. Spelling or grammar mistakes are rare, if present.	(22 points) Assignment has a few spelling and grammar errors.	(20 points) Assignment has several spelling and grammar errors that affect the quality of the paper and the focus of the reader.	(15 points) Assignment was evidently not proofread before submission; there are an abundance of both spelling and grammar errors.	(0 points) Work submitted is not acceptable for the level of the course. Resubmission will be required.
Introduction & Conclusion	(10 points) Student has provided all 5 points and a list of potential sources pursuant to the provided outline template in the introduction (A, a-f, & B). Student has provided points for A-E in the conclusion section of the provided template.	(9 points) Student has provided points and a list of potential sources pursuant to the provided outline template (A, a-f, & B). Student has provided points for A-E in the conclusion section of the provided template. Very few points are missing from these sections of the submission.	(8 points) Student has provided points and a list of potential sources pursuant to the provided outline template (A, a-f, & B). Student has provided points for A-E in the conclusion section of the provided template. A couple points may be missing from these two sections.	(6 points) Student has provided very few points and a list of potential sources pursuant to the provided outline template (A, a-f, & B). Student has provided very few points for A-E in the conclusion section of the provided template.	(0 points) Student has not provided points or a list of potential sources pursuant to the provided outline template (A, a-f, & B). Student has not provided points for A-E in the conclusion section of the provided template.