

Evaluation Rubric – Research Paper

Name: _____

	Non-Existent	Does Not Meet Standard	Meets Standard	Exceeds Standard
<i>Content</i>				
<p>Content contains the <u>information required</u> of the assignment:</p> <p>Description of job: Overview of the profession Outlook for the future Pay ranges Education/training required</p> <p>Education: Curriculum required Good schools to consider</p> <p>Personal Evaluation: Relationship to assessment results and self-awareness Personal reaction/opinions</p> <p>Next Steps: Short-term goals to set based on information found and evaluation of information</p>	<p>Author did not write the assignment as directed.</p> <p>Paper offers a lot of personal opinions and speculations of what the author assumes the career is like but does not support those opinions with appropriate sources.</p>	<p>The paper includes some of the required elements, but not all of them.</p> <p>Items missing are:</p>	<p>The paper includes relevant facts about the subject in question. Information about the facts is written in an objective format. The personal evaluation section makes a link between self-knowledge and information gained.</p>	<p>The paper addresses every element as laid out in the instructions, and discusses them in depth and shows good analytic and synthesis skills. The personal evaluation section fully develops the link between self-knowledge and information gained.</p>

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<p>Used the required sources: 1) Academic/research-based sources or 2) Interviews 3) On-line resources 4) Schools/curriculum</p>	<p>Did not show evidence of using any appropriate sources.</p>	<p>Used some appropriate resources; but not the minimum number required. Only used Wikipedia or other inappropriate source(s) in research.</p>	<p>Used the minimum number of sources, including: Informational Interview, Occupational Outlook Handbook; Schools/Training requirements, online sources, and books (physical or electronic).</p>	<p>Only used appropriate sources. Used more than the minimum number of sources, including: Informational Interview, Occupational Outlook Handbook; Schools/Training requirements, online sources, and books (physical or electronic).</p>
<p><u>Personal Evaluation</u> of information found is included</p>	<p>Paper did not include a personal evaluation of the information found.</p>	<p>A personal evaluation statement may be included, but demonstrates little or no depth of explanation. May be a very simple one-statement sentence with no detailed explanation to support that thesis statement. Personal opinion is not separated from the facts.</p>	<p>Personal evaluation was included, and is separate from the facts. Personal evaluation includes references to individual’s awareness.</p>	<p>Personal evaluation of the facts in relation to the individual’s knowledge of self is in-depth and extensive. Makes references to multiple instruments used in class to raise personal level of awareness.</p>
<p><u>Writing Style</u></p>				
<p><u>Writing style</u> is clear, easy to read, and of professional caliber.</p>	<p>Paper is incoherent, difficult to understand and follow. Writing style is too casual and/or not appropriate for</p>	<p>Writing style is unorganized or appears to be significantly below college-level writing. Writing style is casual</p>	<p>Writing style is clear and easy to read. Author uses complete sentences. Writing style is professional and</p>	<p>Writing is clear, articulate, and beyond what is expected at this level of academic achievement. Writing style is professional and would be</p>

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	college-level papers. No facts are included in this paper. It is written based solely on the author’s subjective opinions or fantasies, or perceptions of possibility.	enough to negatively impact final grade. Facts are presented in a subjective fashion, making it difficult to distinguish the difference between fact and opinion.	appropriate for college level writing. Facts are presented in a neutral fashion and are clearly distinguished from opinions.	acceptable in a university setting. Facts are presented in such an objective fashion that the author’s reaction to information found is unknown until revealed in the evaluation section.
Organization: Paper is organized and followed a logical format	No visible organization of information available. Thesis statement may not exist or is not clearly articulated. Writer does not distinguish the difference between Objective Information found (<i>facts</i>) and Subjective Information (<i>personal evaluation</i>).	Information is somewhat organized, but some elements are out of order. Objective information (<i>facts</i>) are mixed with Subjective information (<i>personal evaluation</i>), making it difficult to distinguish the difference.	Paper is organized and contains a thesis statement and supporting points. Information in the paper relates to the thesis statement. All evaluative statements are contained within the evaluation section of the paper.	Paper is well organized, and contains a strong thesis statement and supporting points. All information included in the paper support the thesis of the paper. All evaluative statements are contained within the evaluation section of the paper.
Paper is <u>free of grammar and punctuation</u> errors.	There is no distinguishable grammatical structure used. Student does not use appropriate capitalization standards.	There are many grammatical errors. Student needs to get editing help before submitting papers for credit.	Paper contains just a few minor grammatical, punctuation and typographical errors. Author used outside editing help.	Paper is free of grammatical, punctuation, capitalization and typographical errors. Author used outside editing help.
<u>Paper Layout</u>				
<u>Title Page and Paper</u>	Title Page and Outline	Either the Title Page	Title Page and Paper	Title Page and Paper

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<u>Outline</u>	are not included	and/or the Outline are missing, or do not follow standards.	Outline contain all necessary elements.	Outline follow standard formatting rules for either MLA or APA.
<u>Submission Style:</u> Followed instructions and submitted paper as directed	Paper was not typed, printed or submitted as a Word document (<i>if submitted electronically</i>).	Did not follow submission standards. Included unnecessary extras such as binder or folder.	Most instructions were followed, including: printed on white, 8 ½ X11” paper. Double-spaced, printed single-sided.	All instructions were followed exactly, including: Printed on white, 8 ½ X11” paper. Double-spaced, printed single-sided.
Contains a <u>Works Cited List</u>	Does not contain a Works Cited List.	Contains a Works Cited List but not all items are listed; it does not follow formatting standards; or not enough sources are listed.	Minimum number of sources are cited; list follows standardized formatting.	List contains more than the minimum resources; and list follows the MLA or APA formatting style.
Information in paper is properly cited and references back to the Works Cited List	Information in the paper does not reference sources used.	Information in the paper references sources, but those sources may not be included in the Works Cited List. Or cited sources do not relate to references listed in the Works Cited List.	Information in the paper references sources and is referenced in the Works Cited List.	All information in the paper references sources and is referenced in the Works Cited List. References are properly cited according to MLA or APA.
<u>Follows recognized guidelines:</u> Includes headers and page numbers (APA or MLA)	No distinguishable formatting style is used.	Author created own style; or did not completely follow style rules. Does not include headers and/or page numbers	Author uses an established style, but made minor errors; or used an established style other than MLA or APA (including headers and page numbers)	Author carefully followed all style rules for either MLA or APA including those for headers, page numbers and Works Cited List.
<u>Section Grade</u>	0 = F	1 = D	3 = C	5 = A

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<u>Total Points/ Paper Grade</u> <i>(45 pts. Possible)</i>	0 – 26 pts = F	27 – 31 D	32 – 35 = C	41 – 45 = B 36 – 40 = A
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Comments: _____

