**Rubric Name: Discussion Participation (Single Topic)**

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| **Timeliness of Initial Posting** | **On Time** | **Late** | **Very Late** | **No Submission** |  |  |
| Timeliness of Briefing Statement or Paper | 12 pointsPosted briefing statement or paper before 11:59 PM ET on Friday. | 10 pointsPosted briefing statement or paper before 11:59 PM ET on Saturday. | 5 pointsPosted briefing statement or paper before 11:59 PM ET on Sunday. | 0 pointsDid not post a briefing statement or paper before 11:59 PM ET on Sunday. |
| **Briefing Statement or Paper** | **Excellent** | **Outstanding** | **Acceptable** | **Needs Improvement** | **Needs Significant Improvement** | **Missing or No Work Submitted** |
| Introduction to Briefing Statement or Paper | 10 pointsProvided an excellent introduction to the deliverable which clearly, concisely, and accurately addressed the topic of the briefing statement or paper. Appropriately paraphrased information from authoritative sources. | 8.5 pointsProvided an outstanding introduction to the deliverable which clearly and accurately addressed the topic of the briefing statement or paper. Appropriately paraphrased information from authoritative sources. | 7 pointsProvided an acceptable introduction to the deliverable which addressed the topic of the briefing statement or paper. Appropriately paraphrased information from authoritative sources. | 6 pointsProvided an introduction to the deliverable but the section lacked some required details. Information from authoritative sources was mentioned. | 4 pointsAttempted to provide an introduction to the deliverable but this section lacked detail and/or was not well supported by information drawn from authoritative sources (too many quotations or improper paraphrasing). | 0 pointsIntroduction was missing or no work submitted. |
| Analysis | 15 pointsProvided an excellent analysis of the issues for the required briefing topic. Addressed at least three separate issues and provided appropriate examples for each. Appropriately used and cited information from authoritative sources. | 13.5 pointsProvided an outstanding analysis of the issues for the required briefing topic. Addressed at least two separate issues and provided appropriate examples for each. Appropriately used and cited information from authoritative sources. | 12 pointsProvided an acceptable analysis of the issues for the required briefing topic. Addressed at least one specific issue and provided an appropriate example. Appropriately used and cited information from authoritative sources. | 11 pointsAddressed the required briefing topic but the analysis lacked details or was somewhat disorganized. Appropriately used and cited information from authoritative sources. | 8 pointsMentioned the required briefing topic but the analysis was very disorganized or off topic. OR, the analysis did not appropriately use information from authoritative sources (too many quotations or improper paraphrasing). | 0 pointsAnalysis was missing or no work was submitted. |
| Summary | 10 pointsIncluded an excellent summary section for the briefing statement or paper which was on topic, well organized, and covered at least 3 key points. The summary contained at least one full paragraph. | 8.5 pointsIncluded an outstanding summary paragraph for the briefing statement or paper which was on topic and covered at least 3 key points. | 7 pointsIncluded a summary paragraph for the briefing statement or paper which was on topic and provided an appropriate closing. | 6 pointsIncluded a summary paragraph but, this section lacked content or was disorganized. | 4 pointsIncluded a few summary sentences for the briefing statement or paper. | 0 pointsDid not include a summary for the briefing statement or paper. |
| Use of Authoritative Sources | 5 pointsIncluded and properly cited three or more authoritative sources (no errors). | 4 pointsIncluded and properly cited three or more authoritative sources (minor errors allowable). | 3 pointsIncluded and cited two or more authoritative sources (minor errors allowable). Reference list entries contain sufficient information to enable the reader to find and retrieve the cited sources. | 2 pointsIncluded and cited at least one authoritative source (errors allowable in citations or reference entries). Reference list entries contain sufficient information to enable the reader to find and retrieve the cited sources. | 1 pointMentioned at least one authoritative source but, the citations and/or reference list entries lacked required information (not sufficient to retrieve the correct resource). | 0 pointsReferences and citations were missing. Or, no work submitted. |
| Professionalism | 10 pointsNo formatting, grammar, spelling, or punctuation errors. Submitted work shows outstanding organization and the use of color, fonts, titles, headings and sub-headings, etc. is appropriate to the assignment type. | 8.5 pointsWork contains minor errors in formatting, grammar, spelling or punctuation which do not significantly impact professional appearance. Work needs some polishing to improve professional appearance. | 7 pointsErrors in formatting, spelling, grammar, or punctuation which need attention / editing to improve professional appearance of the work. | 6 pointsSubmitted work has numerous errors in formatting, spelling, grammar, or punctuation. Substantial polishing / editing is required. | 4 pointsSubmitted work is difficult to read and/or understand. OR, work has significant errors in formatting, spelling, grammar, punctuation, or word usage which detract from the overall professional appearance of the work. | 0 pointsNo submission. |
| **Timeliness of Postings** | **On Time** | **Late** | **Very Late** |  |  |  |
| First Critique for Another Student | 2 pointsPosted a critique of another student's briefing statement or paper before 11:59 pm ET on Saturday. | 1 pointPosted a critique of another student's briefing statement or paper before 11:59 pm ET on Sunday. | 0 pointsDid not post a critique of another student's briefing statement or paper before 11:59 PM ET on Sunday. |
| Second Critique for Another Student | 2 pointsPosted a second critique of another student's briefing statement or paper before 11:59 pm ET on Saturday. | 1 pointPosted a second critique of another student's briefing statement or paper before 11:59 pm ET on Sunday. | 0 pointsDid not post a second critique of another student's briefing statement or paper before 11:59 PM ET on Sunday. |
| Follow-Up Reply or Discussion Participation | 2 pointsPosted a follow-up reply or discussion posting before 11:59 pm ET on Sunday. | 0 pointsPosted a follow-up reply or discussion posting after 11:59 pm ET on Sunday. | 0 pointsDid not post a follow-up reply in the week's topic. |
| Second Follow-Up Reply or Discussion Posting | 2 pointsPosted a second follow-up reply or discussion posting before 11:59 pm ET on Sunday. | 0 pointsPosted a second follow-up reply or discussion posting after 11:59 pm ET on Sunday. | 0 pointsDid not post a second follow-up reply in the week's topic. |
| **Quality of Discussion Postings** | **Excellent** | **Acceptable** | **Needs Improvement** | **Low-Quality or No Work Submitted** |  |  |
| Critique #1 for Another Student's Briefing Statement or Paper | 10 pointsPosted an excellent critique for another student's briefing statement or paper. Critique focused on ways in which the content could be improved and/or better organized. Provided 3 or more specific examples and added value to the discussion. | 8.5 pointsPosted an acceptable critique for another student's briefing statement or paper. Critique focused on ways in which the content could be improved and/or better organized. Provided at least one specific example and added value to the discussion. | 7 pointsPosted a critique of another student's briefing statement or paper. Critique provided at least one suggestion for improvement. | 0 pointsPosting was missing or did not add contain a critique of the briefing statement or paper. |
| Critique #2 for Another Student's Briefing Statement or Paper | 10 pointsPosted an excellent critique for another student's briefing statement or paper. Critique focused on ways in which the content could be improved and/or better organized. Provided 3 or more specific examples and added value to the discussion. | 8.5 pointsPosted an acceptable critique for another student's briefing statement or paper. Critique focused on ways in which the content could be improved and/or better organized. Provided at least one specific example and added value to the discussion. | 7 pointsPosted a critique of a second student's briefing statement or paper. Critique provided at least one suggestion for improvement. | 0 pointsPosting was missing or did not add contain a critique of the briefing statement or paper. |
| Follow-up Reply or Comment #1 | 5 pointsPosted a follow-up reply or comment which added value to the discussion. | 4 pointsPosted an acceptable follow-up reply or comment which added some value to the discussion. | 3 pointsPosted a follow-up reply or comment but added little value to the discussion. | 0 pointsPosting was missing or did not add value to the discussion. |
| Follow-up Reply or Comment #2 | 5 pointsPosted a follow-up reply or comment which added value to the discussion. | 4 pointsPosted an acceptable follow-up reply or comment which added some value to the discussion. | 3 pointsPosted a follow-up reply or comment but added little value to the discussion. | 0 pointsPosting was missing or did not add value to the discussion. |
| **Overall Score** | **Excellent100 or more** | **Outstanding85 or more** | **Acceptable75 or more** | **Needs Improvement65 or more** | **Needs Significant Improvement1 or more** | **No Work Submitted0 or more** |
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