**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 points  Posted briefing statement or paper before 11:59 PM ET on Friday. | 10 points  Posted briefing statement or paper before 11:59 PM ET on Saturday. | 5 points  Posted briefing statement or paper before 11:59 PM ET on Sunday. | 0 points  Did 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 points  Provided 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 points  Provided 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 points  Provided an acceptable introduction to the deliverable which addressed the topic of the briefing statement or paper. Appropriately paraphrased information from authoritative sources. | 6 points  Provided an introduction to the deliverable but the section lacked some required details. Information from authoritative sources was mentioned. | 4 points  Attempted 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 points  Introduction was missing or no work submitted. | | Analysis | 15 points  Provided 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 points  Provided 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 points  Provided 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 points  Addressed the required briefing topic but the analysis lacked details or was somewhat disorganized. Appropriately used and cited information from authoritative sources. | 8 points  Mentioned 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 points  Analysis was missing or no work was submitted. | | Summary | 10 points  Included 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 points  Included an outstanding summary paragraph for the briefing statement or paper which was on topic and covered at least 3 key points. | 7 points  Included a summary paragraph for the briefing statement or paper which was on topic and provided an appropriate closing. | 6 points  Included a summary paragraph but, this section lacked content or was disorganized. | 4 points  Included a few summary sentences for the briefing statement or paper. | 0 points  Did not include a summary for the briefing statement or paper. | | Use of Authoritative Sources | 5 points  Included and properly cited three or more authoritative sources (no errors). | 4 points  Included and properly cited three or more authoritative sources (minor errors allowable). | 3 points  Included 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 points  Included 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 point  Mentioned at least one authoritative source but, the citations and/or reference list entries lacked required information (not sufficient to retrieve the correct resource). | 0 points  References and citations were missing. Or, no work submitted. | | Professionalism | 10 points  No 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 points  Work 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 points  Errors in formatting, spelling, grammar, or punctuation which need attention / editing to improve professional appearance of the work. | 6 points  Submitted work has numerous errors in formatting, spelling, grammar, or punctuation. Substantial polishing / editing is required. | 4 points  Submitted 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 points  No submission. | | **Timeliness of Postings** | **On Time** | **Late** | **Very Late** |  |  |  | | First Critique for Another Student | 2 points  Posted a critique of another student's briefing statement or paper before 11:59 pm ET on Saturday. | 1 point  Posted a critique of another student's briefing statement or paper before 11:59 pm ET on Sunday. | 0 points  Did 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 points  Posted a second critique of another student's briefing statement or paper before 11:59 pm ET on Saturday. | 1 point  Posted a second critique of another student's briefing statement or paper before 11:59 pm ET on Sunday. | 0 points  Did 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 points  Posted a follow-up reply or discussion posting before 11:59 pm ET on Sunday. | 0 points  Posted a follow-up reply or discussion posting after 11:59 pm ET on Sunday. | 0 points  Did not post a follow-up reply in the week's topic. | | Second Follow-Up Reply or Discussion Posting | 2 points  Posted a second follow-up reply or discussion posting before 11:59 pm ET on Sunday. | 0 points  Posted a second follow-up reply or discussion posting after 11:59 pm ET on Sunday. | 0 points  Did 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 points  Posted 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 points  Posted 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 points  Posted a critique of another student's briefing statement or paper. Critique provided at least one suggestion for improvement. | 0 points  Posting 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 points  Posted 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 points  Posted 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 points  Posted a critique of a second student's briefing statement or paper. Critique provided at least one suggestion for improvement. | 0 points  Posting was missing or did not add contain a critique of the briefing statement or paper. | | Follow-up Reply or Comment #1 | 5 points  Posted a follow-up reply or comment which added value to the discussion. | 4 points  Posted an acceptable follow-up reply or comment which added some value to the discussion. | 3 points  Posted a follow-up reply or comment but added little value to the discussion. | 0 points  Posting was missing or did not add value to the discussion. | | Follow-up Reply or Comment #2 | 5 points  Posted a follow-up reply or comment which added value to the discussion. | 4 points  Posted an acceptable follow-up reply or comment which added some value to the discussion. | 3 points  Posted a follow-up reply or comment but added little value to the discussion. | 0 points  Posting was missing or did not add value to the discussion. | | **Overall Score** | **Excellent 100 or more** | **Outstanding 85 or more** | **Acceptable 75 or more** | **Needs Improvement 65 or more** | **Needs Significant Improvement 1 or more** | **No Work Submitted 0 or more** | |  |  |  |  |  |  |  | |