



JUS 261 Module Four Short Paper Guidelines and Rubric

The Module Four Short Paper explores the role of course personnel. Specifically, you will assess the potential impact on the efficiency of the court an individual role could have.

After reviewing the reading assignments, please select one of the following court employees: court clerk, assistant clerk, docketing clerk, administrative assistant, bailiff, lawyer, or judge. Identify either state or federal court staff member. Describe your chosen employee's role in the court and discuss specific tasks and responsibilities that this position is responsible for. Assess this employee's impact on the efficiency of the court.

Specifically, the following **critical elements** must be addressed:

- **Role:** Identify and describe what role your chosen staff member plays in the operation of the court and some of the tasks that the individual engages in to fulfill his or her job requirements.
- **Efficiency:** Describe the role of the court staff person in creating judicial efficiency. Explain how this person's position can help make courts run more or less efficiently. Specifically, discuss his or her role in relation to court calendars, dockets, and case management.

Rubric

Guidelines for Submission: Your short paper must be submitted as a 1- to 2-page Microsoft Word document with double spacing, 12-point Times New Roman font, one-inch margins, and at least three sources cited in APA format.

Critical Elements	Exemplary (100%)	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
Role	Meets "Proficient" criteria and includes specific and relevant examples based on research	Describes the role that the staff member plays in the operation of the court, including some of the tasks that the staff member engages in to fulfill job requirements	Describes the role that the staff member plays in the operation of the court but does not include some of the tasks that the staff member engages in to fulfill job requirements and/or lacks specific details in response	Does not describe the role that the staff member plays in the operation of the court and does not include some of the tasks that the staff member engages in to fulfill job requirements	40
Efficiency	Meets "Proficient" criteria and includes specific and relevant examples based on research	Explains how the staff member's position can help make courts run more or less efficiently, specifically referencing the staff member's role relative to court calendars, dockets, and case management	Explains how the staff member's position can help make courts run more or less efficiently, but lacks reference to the staff member's role relative to court calendars, dockets, and case management and/or lacks specific details in response	Does not explain how the staff member's position can help make courts run more or less efficiently and does not reference the staff member's role relative to court calendars, dockets, and case management	40

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Articulation of Response	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	20
Total					100%