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| Components Assessed | Meets Expectations | Minimally Meets Expectations | Does Not Meet Expectations |
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| Assignment Management Prepare a budget submission for the current budget cycle, complete with appropriate justifications (provide reasons for the budget request) | 15-20 The budget addresses the assignment in a clear manner. | 11-14 The paper fulfills the assignment. | 0-10 The paper does not fulfill the assignment. |
| Organization and Structure Your presentation, whether in graphic or narrative form, must be organized into the budget categories in a clear and understandable manner The paper cannot use bullet points - the paper must use full sentences. | 16–20 There is clear organization at both the macro and micro levels. The writer shows obvious control of the material and has planned out the order and method of providing information to the reader. | 11-15 The paper does a sufficient job of developing and presenting the information. There is a slight problem in organization at either the macro or micro level; however, the reader can still follow the budget submission. | 0–9 The paper lacks organizational structure. The order of budget appears random, and evidence is not presented to the reader in a logical fashion. It is difficult to follow the budget submission. |
| Evidence/Arguments  Shows proper research of the budget, including sources. | 20-25 The evidence presented is logically sound, contextualized, and is appropriately researched and supported, and synthesized | 11-19 Evidence is presented, but may be predictable. There is indication of research, but that research may not be fully synthesized within the argument, or the paper may lack full analysis of evidence and full consideration of alternative perspectives. | 0-9 The paper contains several (at least three) logical fallacies. The paper contains irrelevant support, and there is insufficient analysis and/or depth of analysis.. |
| Readability, Style, Mechanics The presentation is well-written.  The paper is free of grammatical and typographical errors. | 15-20 The tone and style are appropriate for the audience. There are no proofreading or grammatical errors. Sentence structure and diction are effective and diverse. | 10-14 For the most part, tone and style are appropriate for the audience. There are proofreading and/or grammatical errors; however, the errors do not detract from the readability of the project. Sentence structure may be rigid and unvarying. | 0-9 tone and/or style are not appropriate for the audience. Proofreading and/or grammatical errors detract from the readability of the paper. There are major problems in sentence structure (run-ons, fragments). |
| Presentation - appropriately organized, including headers, page numbers, 4-6 pages (not including references, cover page).  Double spaced. | 10-15  Your presentation should be neat and professional in appearance, doing justice to your concepts and content. | 5-9 At least one of the requirements is not addressed in the presentation. | 0-4 More than one of the requirements is not addressed in the presentation. |