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| Components Assessed | Meets Expectations | Minimally Meets Expectations | Does Not Meet Expectations |
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| AssignmentManagementPrepare a budget submission for the current budget cycle, complete with appropriate justifications (provide reasons for the budget request)  | 15-20The budget addresses the assignment in a clear manner. | 11-14The paper fulfills the assignment. | 0-10The paper does not fulfill the assignment. |
| Organizationand StructureYour presentation, whether in graphic or narrative form, must be organized into the budget categories in a clear and understandable mannerThe paper cannot use bullet points - the paper must use full sentences.   | 16–20There 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. | 11-15The 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. | 0–9The 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.   | 20-25The evidence presented is logically sound, contextualized, and is appropriately researched and supported, and synthesized | 11-19Evidence 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. | 0-9The 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,MechanicsThe presentation is well-written.  The paper is free of grammatical and typographical errors.   | 15-20The tone and style are appropriate for the audience. There are no proofreading or grammatical errors. Sentence structure and diction are effective and diverse. | 10-14For 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. | 0-9tone 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. | 5-9At least one of the requirements is not addressed in the presentation. | 0-4More than one of the requirements is not addressed in the presentation. |