**COMM 240 Written Assignment Grading Rubric: 100 points**

|   | **Levels of Achievement** | **Points Earned** |
| --- | --- | --- |
| **Criteria** | **Novice** | **Competent** | **Proficient** |
| **Format:****Length** **5 points** | **0 points**Paper is less than one page or significantly over 3-4 pages in length, as per the assignment instructions | **1-3 points**Paper is slightly less than or slightly more than 1-4 pages in length, as per the assignment instructions | **4-5 points**Paper is either 2-3 or 3-4 pages in length, as per the assignment instructions.  |  |
| **Format:** **APA** **15 points** | **0 points**Paper does not include a title pagePaper does not cite any outside sources when needed. | **1-10 points**Paper has a title page and cites outside sources (as needed) with some APA formatting errors.  | **10-15 points**Paper has a title page and cites outside sources (as needed) with minimal to no formatting errors.  |  |
| **Content:****80 points** | **0 points**Paper does not address key components of the assignment, as per the assignment instructions.  | **1-59 points**The paper addresses some key aspects of the assignment, but does not elaborate, demonstrate critical thinking, or is not complete. .  | **60-80 points**Paper addresses all key aspects of the assignment, expressing ideas clearly and completely.  |  |
| **Total Points (100 possible)** |  |
| **Comments:**  |