**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 page  Paper 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:** | | | | |