**Week 3 Rubric:**

**Ethics and Legal Guide for Technical Writers**

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| **MECHANICS** | **COMMENTS** | **SCORE** |
| **Spelling, grammar, punctuation**. | <5 errors: 10 pts.  6-8 errors: 8 pts.  10-12 errors: 7 pts.  >10 errors interfere with comprehension: 0 pts. | Of 10 pts. |
| **APA format**:  Title page  Page numbers  Double space  Indent paragraphs  **Clear and informative headings** |  | Of 4 pts. |
| **References**  **In-text** citations accurate and complete  **Reference**s accurate and complete |  | Of 6 pts. |
| **CONTENT** |  |  |
| Description (90 – 175 words) of ethical code of conduct for tech writer |  | Of 10 pts. |
| Quick reference on legal obligations of tech writers |  | Of 10 pts. |
| * 2 microblog posts (30 – 90 words ea.) for social media forum for tech writers; recommend social media channel for each | * 1. Diverse cultures in work environment   2. Accessibility standards in work environment | Of 20 pts. (10 pts. each) |
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| Total |  | Of 60 pts. |