

C4: Summative Assessment Rubric



Criteria	Ratings									
Writing Mechanics	MASTERY Only minimal spelling, grammar, and/or punctuation errors present (1-2 errors). The overall sentence structure is well developed throughout, and paragraphs are fully developed with consistent style and clear communication.		PROFICIENT Minor spelling, grammar, and/or punctuation errors present, and/or sentence structure lacks minor elements of professional writing, and/or paragraphs are consistently developed. (3-4 errors)		DEVELOPING Minimal spelling, grammar, and/or punctuation errors present, and/or sentence structure lacks elements of professional writing, and/or paragraphs are not consistently developed. (5-7 errors)		EMERGING Multiple spelling grammar and/or punctuation errors present and/or sentence structure does not meet professional writing standards, and/or paragraphs are minimally developed. (more than 7-9 errors)		NOT EVIDENT Significant spelling, grammar, and/or punctuation errors present, and/or sentence structure does not meet professional writing standards, and/or paragraphs are poorly developed. (10 or more errors)	
Sources	MASTERY The use of sources was consistent throughout the document in all areas to support claims and/or statements in the artifact.		PROFICIENT In most areas, sources were consistently used throughout the submission to support claims and/or statements in the artifact.		DEVELOPING Sources were occasionally used to support some claims and/or statements in the artifact, but statements were not consistently supported with sources throughout.		EMERGING Minimal usage of sources present in the artifact, and/or the overall communication lacked appropriate research support.		NOT EVIDENT Sources were not used to support major statements and/or claims, where needed in the artifact	
APA formatting	MASTERY Citations, references, and formatting follow APA style guide, with only one or two minor errors.		PROFICIENT Citations, references, and formatting follow APA style guide, with more than 2 errors, but they are minor.		DEVELOPING APA style is demonstrated with some consistency, but the majority of the citation, references, and/or formatting is not correct.		EMERGING Formatting, citations, and/or references, are attempted, but do not follow APA style guidelines consistently.		NOT EVIDENT Formatting, citations, and references are not included, or do not follow appropriate APA style guide.	
Analysis of leadership scenario and steps for improvement	MASTERY The analysis includes a strong connection between the Leadership approach(es) selected and the situation described, and the evaluation of the impact of leadership approach(es) on the situation aligns with the analysis. The plan for future improvement includes proactive steps and describes how changes to the leadership during the situation would result in enhanced impact on a similar scenario.		PROFICIENT The analysis describes a connection between the Leadership approach(es) selected and the situation described, and the evaluation of the impact of leadership approach(es) in the situation somewhat aligns with the analysis. The plan for future improvement includes suggested changes to the leadership before and during a similar situation, but strong support for how these would result in enhanced impact on the scenario is not evident.		DEVELOPING The analysis describes the Leadership approach(es) selected and the situation, and a connection is somewhat clear. The evaluation of the impact of leadership approach(es) in the situation is limited. A plan for future improvement includes some suggested changes to the leadership before and/or during a similar situation, but strong support for how these would result in enhanced impact on the scenario is not evident.		EMERGING The analysis describes the Leadership approach(es) selected and/or the situation, but a connection or the alignment between the two is not evident. The leadership approach(es) in the situation is discussed, but the evaluation of the impact and/or the plan for future improvement are limited.		NOT EVIDENT The analysis of the Leadership approach(es) in the situation, connection or the alignment between the two, evaluation of the leadership impact, and/or the plan for future improvement are not evident in the submission.	
Identify the plan and evaluate stakeholder/ follower inclusion	MASTERY A summary of the initiative is clearly communicated with specific examples in the submission. A strong analysis of how stakeholders and/or followers are included in the planning is supported with examples from the professional literature.		PROFICIENT A brief summary of the initiative is included with supporting examples in the submission. An analysis of how stakeholders and/or followers are included in the planning is supported with at least one example from the professional literature		DEVELOPING A brief summary of the initiative is included in the submission. An analysis of how stakeholders and/or followers are included in the planning is limited and/or does not include support from the professional literature.		EMERGING A portion of the initiative is described, but an analysis of how stakeholders and/or followers are included in the planning is not included and/or does not include support from the professional literature.		NOT EVIDENT The initiative is not described clearly, an analysis of how stakeholders and/or followers are included in the planning is not included and/or there is no support from the professional literature.	
Development of SWOT Analysis	MASTERY The strategic issue was provided along with information on how it was selected. A full list and explanation of the questions used to develop the SWOT was provided.		PROFICIENT The strategic issue was provided along with information on how it was selected. Explanation on the questions used within the SWOT was provided but not completely defined.		DEVELOPING The strategic issue was provided with information on how it was determined, but little information on what was included in the SWOT Analysis.		EMERGING The strategic issue was provided with little data or information provided.		NOT EVIDENT No information on the development of the SWOT Analysis was provided.	
Presentation	MASTERY A professional and well-developed presentation is provided which is constructed for a specific audience. The presentation includes the benefits to the audience and the story.		PROFICIENT A professional presentation is provided which is constructed for a specific audience. The presentation includes the benefits to the audience and the story.		DEVELOPING A professional presentation is provided which is constructed for a specific audience. The presentation does not clearly articulate the benefits to the audience or the story.		EMERGING A presentation is provided which is constructed for a specific audience. The presentation does not clearly articulate the benefits to the audience or the story.		NOT EVIDENT A presentation is provided but the specific audience is not clear. The presentation does not clearly articulate the benefits to the audience or the story.	