

C5: 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.	
Project Management Plan: Project Management Approach and Scope	MASTERY The plan effectively evaluates the project management approach and scope. Very thorough assessment of how contemporary models could be applied to the organization to embrace change, and a very well thought out project is presented.		PROFICIENT The plan evaluates the project management approach and scope. Thorough assessment of how contemporary models could be applied to the organization to embrace change, and a well thought out project is presented.		DEVELOPING The plan somewhat evaluates the project management approach and scope. Some assessment of how contemporary models could be applied to the organization to embrace change, and a project is presented.		EMERGING The plan minimally evaluates the project management approach and scope. Minimal assessment of how contemporary models could be applied to the organization.		NOT EVIDENT The plan does not evaluate the project management approach and scope. No assessment of how contemporary models could be applied to the organization, and no project is presented.	
Background	MASTERY Detailed background information was present and provided a great basis for change.		PROFICIENT Background information was present with good information and structure.		DEVELOPING Background information was present with some detail, but disorganized.		EMERGING Background information was present, but vague and hard to follow.		NOT EVIDENT Background information was not present.	
Policy Justification	MASTERY Information was provided with great detail and analysis of why this policy was selected.		PROFICIENT Good information was provided with some analysis of why this policy was selected.		DEVELOPING Information was provided with some detail.		EMERGING Information was provided but vague and hard to see policy needs developed.		NOT EVIDENT No information on the policy was provided.	
Resources	MASTERY Great detail was provided for the resources needed with a detailed account of the costs associated.		PROFICIENT Some detailed information was provided on resources needed with a good understanding of costs.		DEVELOPING Information on resources was provided, but little detail with a mention to costs.		EMERGING Information was provided on resources, but was vague and hard to understand.		NOT EVIDENT No information on resources need for the implementation was provided.	
Summary paper & infographic	MASTERY The summary and infographic are written and well organized with details to support the action plan.		PROFICIENT A summary and infographic are written with good, organized information, but could use more detail.		DEVELOPING A summary and infographic are written with good information, but has little detail and/or vague.		EMERGING A summary and infographic are written, but is hard to understand and/or disorganized.		NOT EVIDENT No summary and infographic are present.	