

The assignment will be graded using the following rubric:

Points: 100		Assignment 3: Code of Conduct Memo – Revision			
Criteria	Unacceptable Below 60% F	Meets Minimum Expectations 60-69% D	Fair 70-79% C	Proficient 80-89% B	Exemplary 90-100% A
1. Ensure the memo is clear and brief. Weight: 15%	Did not submit or incompletely ensured the memo is clear and brief.	Insufficiently ensured the memo is clear and brief.	Partially ensured the memo is clear and brief.	Satisfactorily ensured the memo is clear and brief.	Thoroughly ensured the memo is clear and brief.
2. Choose language to match the purpose and tone for the situation and audience. Weight: 40%	Did not submit or incompletely chose language to match the purpose and tone for the situation and audience.	Insufficiently chose language to match the purpose and tone for the situation and audience.	Partially chose language to match the purpose and tone for the situation and audience.	Satisfactorily chose language to match the purpose and tone for the situation and audience.	Thoroughly chose language to match the purpose and tone for the situation and audience.
3. Format the memo accurately and according to the details in the textbook. Weight: 15%	Did not submit or incompletely formatted the memo accurately and according to the details in the textbook.	Insufficiently formatted the memo accurately and according to the details in the textbook.	Partially formatted the memo accurately and according to the details in the textbook.	Satisfactorily formatted the memo accurately and according to the details in the textbook.	Thoroughly formatted the memo accurately and according to the details in the textbook.
4. Create an effective opening that establishes goodwill without obscuring the message. Weight: 20%	Did not submit or incompletely created an effective opening that establishes goodwill without obscuring the message.	Insufficiently created an effective opening that establishes goodwill without obscuring the message.	Partially created an effective opening that establishes goodwill without obscuring the message.	Satisfactorily created an effective opening that establishes goodwill without obscuring the message.	Thoroughly created an effective opening that establishes goodwill without obscuring the message.
5. Clarity, writing mechanics, and formatting requirements Weight: 10%	More than 8 errors present	7-8 errors present	5-6 errors present	3-4 errors present	0-2 errors present