BASIC RUBRIC FOR GRADING PROJECT PAPERS

All work must be submitted using Microsoft Word software, or software that will create a .doc extension. Work not capable of being opened, such as .wps extensions, will not be read.

Concerning posting of work, it must be posted by the date and time requested and in the appropriate area of the class. Use the Course Dropbox.

All work must conform to APA style guidelines to include title page, reference list and abstract (in our case you must include a table of contents). All references will conform to APA style and must be verifiable.

Though you are writing multiple drafts of the project paper, the drafts should be the written quality of the final paper, though missing certain elaborative and additional research material. The drafts will be evaluated for their content, correct grammar and punctuation as well as APA style consistency. Please do not submit sloppy work.

Each section should be submitted for review and approval before proceeding to the next section.

General Paper Requirements

First draft *__minimum__* standards: 5,000 words, 20 peer-reviewed, scholarly references.

Final draft *__minimum__* standards: 7,500 words, 30 references.

Final copy of corrected project minimum standards: 7,500 words, 30 references, bound (spiral binding with plastic front and back covers. Front cover should be clear).

Grading Guidelines for Paper Submissions

<u>General Concerns:</u>

1. **Is the topic of the project appropriate for a degree in Strategic Leadership?**
   The choice of topic must be clearly related to the coursework in the degree and appropriate for a concentration in Strategic Leadership. For example, a student may have a great interest in ear surgery, but that topic is not related to Strategic Leadership and there are no courses on that subject in the curriculum.

2. **Has the topic of the project already been thoroughly researched?**
   There are many topics related to Strategic Leadership that are interesting and would be appropriate, but they have been so thoroughly researched by others that there is little if any new information a study would be likely to add to the existing body of knowledge.

3. **Is the appearance of the project appropriate as the culminating project of a masters degree?**
   This includes length, use of APA format, appropriate use of charts and diagrams, etc.

Individual Section Grading Guide:

Section One: Introduction
In this section the topic is introduced and justified through current peer reviewed literature. This section contains the Problem Statement, Research Questions, etc., and to a great degree sets the foundation of the study. It should include:
   a.   Overview of Study
   b.   Problem Statement
   c.   Research Questions
   d.   Significance of Study
   e.   Limitations
   f.   Definitions
Note: Be sure to use lots of citations in the first section. Every statement of fact must be cited and the study must be justified out of CURRENT literature. It is rare to use much if any literature over 5 years old in the first section. The most critical issue in the first section is to make sure it sets up the final section!

1. **To what degree is current literature used to justify the study, research questions, etc.? (graded 1-5)**
   Assesses Strategic Leadership Student Learning Outcome 1

2. **To what degree has the student thoughtfully formulated the research project to include each section above? (graded 1-5)**
   Assesses Strategic Leadership Student Learning Outcome 3

Section Two: Literature Review
In this section the background of the topic is presented. The objective of this section is to discuss what is already known about the topic and reveal what is not known but will be studies in this project. Again, every statement of fact must be cited and the study must be justified out of CURRENT literature. It is rare to use much if any literature over 5 years old in the first section. Also remember that you must have a minimum of 30 citations with no more than 5 being from non-peer-reviewed sources. It should include:
   a.   Introduction to Literature Review
   b.   Review of past and current literature
   c.   Summary of Literature

1. **Are there an appropriate number of recent peer-reviewed, scholarly references? (web pages, blogs, popular magazines, newspapers, etc., are not considered peer-reviewed, scholarly sources) (graded 1-5)**
   Assesses Strategic Leadership Student Learning Outcome 1

2. **Is there sufficient depth to the literature review so that background is clear? (graded 1-5)**
   Assesses Strategic Leadership Student Learning Outcome 1

3. **Is the knowledge gap clearly revealed and justified through current literature? (graded 1-5)**
   Assesses Strategic Leadership Student Learning Outcome 1

Section Three: Methodology
This section presents how the study will be conducted. Sufficient citations should be provided to clearly show why the chosen methodology is appropriate for the study. It should include:
   a.   Introduction to Methodology
   b.   Details of Data Collection
   c.   Details of Data Analysis
   d.   Details of Population
   e.   Summary of Methodology

1. **Does this section demonstrate masters-level research skills? (graded 1-5)**
   Assesses Strategic Leadership Student Learning Outcome 3

2. **Was the methodology appropriate for this study? (graded 1-5)**
   Assesses Strategic Leadership Student Learning Outcome 2

3. **Was the study carried out as specified in this section? (graded 1-5)**
   Assesses Strategic Leadership Student Learning Outcome 2

Section Four: Results
The actual results of the study are presented in this section. It should be divided appropriately, generally by research questions. Appropriate charts and graphs should be presented either in this section or in the appendences. It should include:
   a.   Introduction of Findings
   b.   Details of Findings (categorized by research questions and illustrated by tables and graphs
   c.   Summary of Findings

1. **Was this section clearly written with appropriate use of statistical techniques and visual aids? (graded 1-5)**

Assesses Strategic Leadership Student Learning Outcome 2

2. **Did the analysis address all hypotheses with results presented in clear, understandable way? (graded 1-5)**
    Assesses Strategic Leadership Student Learning Outcome 2

Section Five: Discussion/Conclusion
This section essentially returns to section one and presents how this study answered its research question and how it fills the knowledge gap presented in section two. This section should be clearly divided by the research questions and it should reveal how the results of this study match or do not match other similar research. Great care should be taken to discuss why this study is important and how the results can be used. There should be a large number of citations in this sections that have been previously mentioned in other sections of the study. There should also be sections discussing limitations of the study, and where future research should be conducted. This section should include:
   a. Introduction of discussion and conclusions
   b. Details of conclusions (based on problem statement, categorized by research questions and compared/contrasted to previous research)
   c. Recommendations for further Research (based on significance of study and literature review)
   d. Summary (summary of entire study showing how all of the research questions were answered).

1. **Was this section reflect the ability to analyze data and draw conclusions from that analysis? (graded 1-5)**
    Assesses Strategic Leadership Student Learning Outcome 2

2. **Does the writer reveal a deep understanding of the research, its applications, implications, and limitations? (graded 1-5)**
    Assesses Strategic Leadership Student Learning Outcome 2

APA FORMATTING AND STYLE (assesses SLO 5)	10% 9-10 - Very Good 7-8 - Acceptable 0-6 - Not Acceptable	Double-spaced, 1" margins. Use APA guidelines for usage and style. Follow appropriate APA style for works cited and references, title page, running head, and other formatting. Deduction of points will vary depending on the issue or issues.

SPELLING, GRAMMAR, PUNCTUATION, QUALITY OF WRITING (assesses SLO 4)	20% 19-20 - Very Good 18-15 - Acceptable 0-14 - Not Acceptable	You do not need to make any mistakes and lose any points in these areas. Take advantage of Microsoft Word's grammar/spelling checker and use an APA writing handbook to make sure your copy is error-free. Your writing should evidence a clear direction with logical paragraph organization. Content should flow, transitioning logically from one paragraph to another. Avoid personal pronouns.
CONTENT (assesses SLO 1,2 and 3 as noted above)	70% 68-70 - Very Good 60-67 - Acceptable 0-60 - Not Acceptable	Content should include elaborative material from research and validated sources. The content should follow the proposal, and provide evidence of the in-depth work in your project topic. The final paper must include the five sections (chapters) as outlined on page 2. The research should be objective, avoiding personal opinions. Must meet word/reference minimum requirements, non-content items such as title, references, table of contents items, and items posted and or noted in appendices etc. are not counted in the word and or page minimums. Times New Roman, 12 point font will be used. There will be a 10% reduction if word/reference minimum requirements are not met. All papers may be subject

		to review using plagiarism identifying software. Plagiarism will result in a failing grade and will be reported to academic officials Each section (chapter) will be evaluated based on the questions listed above and graded on a Likert Scale as indicated above.
LATE SUBMISSIONS	10 % reduction for each day your assignment is late.	NO CREDIT FOR WORK SUBMITTED 10 DAYS AFTER THE DATE THE ASSIGNMENT IS DUE. Please stay on schedule.