

Unit 3 Capstone - Grading Rubric

62 points total		4 = Excellent	3 = Satisfactory	2 = Marginal	1 = Unacceptable
Max. pts	Content				
2	Executive summary	Clear summary, relevant info included. Can fully stand alone	Adequate summary of policy issue and potential solutions, but cannot stand alone	Partial or vague summary of policy issue	No executive summary
4	Statement of problem / background	Specific, clear problem stated, motivated and supported with outside sources	Problem stated, motivated with some sources	Problem stated but inadequately motivated, marginally related to prompt	Problem is unclear or never stated, minimal use of sources, does not address prompt
4	Pre-existing policies/evidence	Concise description of related pre-existing policies or evidence, sourced appropriately	Limited discussion of related pre-existing policies, or extraneous policies included	Minimal discussion of related pre-existing policies	No discussion of related pre-existing policies
4	Academic evidence	At least 4 articles, of which 2 are academic articles used to support motivation and/or discussion of evidence/policies	At least 4 articles, of which 1 are academic articles used to support motivation and/or discussion of evidence/policies	2-4 non-academic articles used to support motivation and/or discussion of evidence/policies	0-1 articles used to support motivation and/or discussion of evidence/policies
4	Policy options	Explains at least one clear policy recommendation, supported with evidence	Policy options unclear or not fully thought out, policy recommendation not fully justified or supported	Policy options listed but not explained, or unrelated options, Policy recommendation stated, but unclear and/or with no justification	No discussion of policy options or advantages/disadvantages, no recommendation
4	Accuracy	Claims are accurate, data interpreted correctly. "Truthful"	Mostly "truthful," but 1-2 minor errors in interpretation or presentation	Major errors in interpretation of data or existing evidence	Unsubstantiated, untrue claims.
4	Critical thinking	Key proposal elements reflect critical thinking and understanding of issues. Evidence presented with interpretation	Demonstrates some independent and critical thinking and understanding of issues. Evidence presented with minimal interpretation	Limited evidence of independent and critical thinking	No evidence of independent and critical thinking

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8	Charts and table	2 charts and 1 table included in brief and fully integrated into text (ie, they advance the points of the brief)	2 charts and 1 table included in brief that are related to brief but do not necessarily contribute	At least one original chart/table, but in general it is not clear how these items relate to the text. Or these charts are copied/pasted from other sources and not integrated	No charts or tables
4	References	All references cited appropriately and consistently in text and in references section using a standard style (MLA/APA/Chicago). In-text citations used	References cited inconsistently, some references missing	Minimal use of citations when needed, incomplete reference section. Or little to no use of in-text citations	No outside sources used
Appearance and style					
4	Writing style and organization	Clear and easy to read, well organized. Sentences are concise, well-chosen.	Awkward or wordy writing, clear planning, some areas out of place. Some redundant sentences/elements	Readable but difficult to follow, organizational issues impede understanding	Difficult to understand
4	Grammar	Few grammatical and typographical errors	Some errors, but do not impede understanding	Moderate grammatical errors/typos	Frequent errors impede understanding
8	Appearance	Attractive policy brief appropriate for policy audience, appropriate use of boxes, graphics, and pull-quotes	Easy to read but largely unformatted document	Largely unformatted document that makes finding points difficult	Sloppy appearance, unprofessional
4	Word count	Brief is 1000-1500 words, excluding references	Brief is 1500-1600 words, excluding references, or 900-100 words	Brief is 1600-2000 words or 800-900 words	Brief is 2000+ words or < 800 words
4	Functional	Elements work together to tell clear and consistent story	General story and argument clear, but some holes or some extra information	Brief is somewhat disjointed, covers too much or is not connected	Difficult to make sense of brief at all