

## PAPER GRADING RUBRIC

STUDENT: \_\_\_\_\_

**Note: A “no” to any question in the Minimum Requirements row below will result in a 25% reduction and a return to the student for resubmission.**

Criteria	Points Possible	Points Earned
<b>Minimum Requirements</b>	<p><b>Minimum requirements for the Paper to be graded</b></p> <ul style="list-style-type: none"> <li>• Does the document maintain the required format and organization of the provided template?</li> <li>• Is the document 1,200–1,500 words in total word length?</li> <li>• Was the document submitted as an attached Microsoft Word file?</li> <li>• Are there a minimum of 5 resources listed in the Bibliography?</li> </ul>	
<b>Executive Summary</b>	<p><b>0 to 15 points</b></p> <ul style="list-style-type: none"> <li>• Is the Executive Summary at least 300 words in length and a minimum of 2 complete paragraphs?</li> <li>• Does the Executive Summary provide a reference to scripture and a related Biblical Christian perspective on the ethical use of computer technology the referenced career?</li> </ul>	
<b>Job Description</b>	<p><b>0 to 15 points</b></p> <ul style="list-style-type: none"> <li>• Is a detailed description of the work done by the chosen occupation provided?</li> <li>• Are specific tasks that might be assigned to the chosen occupation listed and described?</li> <li>• Are the contents of 3 position advertisements for the chosen occupation summarized (including active links to the advertisements)?</li> </ul>	
<b>Career Possibilities</b>	<p><b>0 to 10 points</b></p> <ul style="list-style-type: none"> <li>• Is a range of salaries for the chosen occupation provided?</li> <li>• Are the various types of industries where the chosen occupation is found listed and described?</li> <li>• Are likely geographic locations where someone with the chosen occupation would work listed?</li> </ul>	
<b>Preparation</b>	<p><b>0 to 15 points</b></p> <ul style="list-style-type: none"> <li>• Are the specific training, education, and work experience needed to qualify for this career properly explained?</li> </ul>	
<b>Bibliography</b>	<p><b>0 to 10 points</b></p> <ul style="list-style-type: none"> <li>• Does the bibliography contain at least 5 scholarly sources (not including job advertisements or descriptions)?</li> <li>• Are all sources properly cited and quoted in-text using current proper APA format?</li> <li>• Are all listed sources less than 10 years old?</li> </ul>	

	<ul style="list-style-type: none"> <li>• Are all peer-reviewed scholarly references using the online Jerry Falwall Libray (JFL) and properly linked?</li> </ul>	
<b>Structure</b>	<b>0 to 10 points</b> <ul style="list-style-type: none"> <li>• Are the transitions between paragraphs and sections clear?</li> <li>• Are proper headings used?</li> <li>• Is the treatment of the topic logically oriented?</li> </ul>	
<b>Style</b>	<b>0 to 15 points</b> <ul style="list-style-type: none"> <li>• Does the entire paper use current APA format correctly?</li> <li>• Is the paper without spelling and grammatical errors?</li> </ul>	
<b>Total</b>		

**Instructor's Comments:**