

College of Business and Technology Assurance of Learning Rubric:

Communication Skills – Written Reports



To support the mission of the university and the college, the faculty ...will: continuously improve the quality of our undergraduate and graduate programs by developing students' <u>communication skills</u>.

 <u>Learning Outcome</u> Students in each program will receive individualized feedback multiple times on their <u>written communication skills</u> as they progress through the program. The college-wide rubric forms the core of course-level rubrics.

College-wide assessment items The written report: Contains no spelling errors and punctuation mistakes Is formatted and assembled in a manner consistent with professional/corporate standards Correctly cites prior works in an appropriately constructed bibliography Contains no plagiarized sections or sentences Is clearly written and sequenced in a logical manner Uses appropriate grammar, sentence construction, and professional language Appropriately addresses the subject matter expectations for this course and this assignment Contains conclusions/recommendations that are supportable and realistic Contains conclusions/recommendations that are consistent with the report contents and the course Course-specific assessment items Course-specific assessment items	Assignment/ Date: Project Title: Course: Section/time: Student Name(s):	Not Used / NA	Below Expectations	Meets Expectations	Exceeds Expectations
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USING THIS RUBRIC

- Where appropriate, incorporate these assessment items into your course-specific grading rubrics.
- Use this form to summarize and report section-level outcomes.
 - o By section, aggregated totals within each column for the assessment items used.
 - o For numeric/letter grades, for example, a grade of "C" equates to "Meets Expectations," lower than "C" is "Below Expectations," and higher than "C" "Exceeds Expectations."