**Individual Direct Assessments Rubric Worksheets**

**Written Communication Skills**

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| Rubric | Written Communication Skills |
| Category of Assessment | Inadequate | Needs Improvement | Adequate | Excellent |
| Grammatical Correctness | The Sentences and paragraphs are hard to read due to poor grammar or mechanics. | The essay contains numerous grammatical and mechanical errors. | The essay contains minimal grammatical and mechanical errors. | The essay is clear, containing no grammatical and mechanical errors. |
| Clarity (Paragraph level) | There is no apparent organization to the paragraphs of the essay. | The essay is difficult to follow because of some combination of poor transitions and rambling paragraph content. | Paragraphs are structured so as to present easily discerned ideas and are connected by basic transitions. | Ideas are effectively presented in well-designed paragraphs.  As a result the essay is easy to follow. |
| Structure and presentation(Whole Essay) | No visible organization.  Thoughts presented do not appear organized or logical. | Some thoughts are discernable, but the essay is lacks sufficient organization to make an effective argument. | Basic ideas are logically presented, but the essay is flat or draws inappropriate conclusions from the ideas presented. | The essay is on the assigned topic but may not include all aspects of the topic expected for the assignment. |
| Appropriateness Relative to Assignment | The essay is not responsive to the theme and structure required in the assignment. | The essay is only peripherally related to the assigned topic or examines the topic in a different way than that is required. | The essay is on the assigned topic but may not include all aspects of the topic expected for the assignment. | The essay addresses the assigned topic directly in the form required. |

**Assessment**

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| Rubric  | Written Communication Skills |
| Category of Assessment | Inadequate | Needs Improvement | Adequate | Excellent |
| Syntax |  |  |  |  |
| Semantics |  |  |  |  |
| Logic |  |  |  |  |

If 75% of the students achieve levels Adequate or better, then they have met the ABET/HLC performance standard for the course.

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| Summary of Assessment**Improvement** |

Assessed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_