

Graded Essay / Short Answer Assignment Instructions

Grading will be based upon the quality of your analysis and how clearly you present the information within your answers. You are expected to incorporate key terms and concepts you have learned in this course. Points will be deducted for grammar, punctuation, and spelling errors. You should start with a brief outline for each answer, create a rough draft, and then produce a final draft.

All essays must use [APA](#) formatting to cite sources, using the required textbook and/or online lesson material at a minimum.

If you are not familiar with the APA style, view the [Basics of APA Style Tutorial](#).

You can also get assistance on APA citation style by visiting the [Rio Salado APA Citation Style site](#).

Be sure to review [Avoiding Plagiarism](#) on how to avoid plagiarism.

Review [APA, MLA, Chicago-style](#) on how to use the citation tools within Microsoft Word.

View a [sample essay](#) and break down of how to write an essay and cite sources.

For short-answer essays each answer must consist of:

1. **An Introduction paragraph**, which contains a minimum of two sentences that introduces your answer to the reader and establishes a foundation for the remainder of your answer.
2. **Body paragraph(s)**, which present the major content of your answer. Include at least one body paragraph with three or four sentences within the paragraph.
3. **A conclusion paragraph**, which contains a minimum of two sentences and summarizes the major points contained in the body paragraphs.

The following—Grading Rubric for Essays/Short Answers will be used to grade your written assignments.

Grading Rubric for Essays / Short Answers

| Criterion | D | C | B | A |
|------------------------------|---|---|--|---|
| Completeness | Does not respond to the assignment question | Responds to a portion of the assignment question | Responds to the majority of the assignment question | Directly responds to assignment question |
| Knowledge/Application | Key course concepts and terms not used, or not applied correctly | Key course concepts and terms used incorrectly or seldom applied correctly | Key course concepts and terms used and applied sufficiently throughout answer | Key course concepts and terms used correctly and applied exceptionally well throughout answer |
| Writing Skills | Ineffective introduction, body, or conclusion; gross grammar, sentence structure, spelling, or punctuation errors | Appropriate introduction, body, and conclusion; frequent grammar, sentence structure, spelling, or punctuation errors | Appropriate introduction, body, and conclusion; few grammar, sentence structure, spelling, or punctuation errors | Excellent introduction, body, and conclusion; no grammar, sentence structure, spelling, or punctuation errors |