

Grading Rubric

Category	Beginning 5 points/2.5 points	Developing 10 points/5 points	Accomplished 15 points/7.5 pts	Exemplary 20 points/10 points
Content	Several required elements are missing or not thoroughly explained. Lack of research and detail are evident. 5/5	The manual is missing one or two key required elements, or the components are not thoroughly explained. Some detail included. 10/10	All required elements of the manual are included and thoroughly explained. 15/15	Student went above and beyond. Additional elements beyond the required elements are included and thoroughly explained. 20/20
Organization	The manual is noticeably lacking in organization. There is no clear introduction nor conclusion and ideas are neither carefully nor fully developed. Supporting evidence is clearly lacking. 5/5	The writing demonstrates rudimentary organization and logical structure, but ideas may be more fully developed and supported by more appropriate evidence. 10/10	The writing is organized logically and flows well. An introduction and conclusion are evident, but transitions may be smoother in each section. 15/15	The writing flows smoothly and logically from a well-defined thesis. It contains an appropriate introduction, conclusion, and smooth transitions in each section. 20/20
Style	The manual lacks a professional appearance or is not targeting the specific audience. 5/5	The manual is produced without a specific purpose of reaching the targeted audience or making it visually appealing 10/10	The manual is produced well, some formatting errors or design elements could be improved to better target the desired audience or improve visual impact. 15/15	The manual is professionally produced and targeted at the desired audience. Worthy of industry use and very visually appealing. 20/20
Mechanics/Syntax/Grammar	The writing exhibits substantial errors in grammar and style so that the basic ideas are lost. Sources are overly quoted and not adequately documented nor cited. 5/5	The writing could benefit from additional proofreading, as some errors impede the flow of the reading. Sources are documented and cited but need to show greater consistency. 10/10	The writing may exhibit a few minor errors in grammar or style, but do impair the flow of the reading. Most quoted material is properly documented and cited. 15/15	The writing is free of grammatical, proofreading, and stylistic errors. All quoted material is properly documented and cited. 20/20
APA format	There are no resources cited. 2.5/2.5	References and in-text citations are included, but both are formatted incorrectly. 5/5	Either References or in-text citations are formatted incorrectly, or too much of the content is quoted or paraphrased, resulting in little original work. 7.5/7.5	References and in-text citations are included, appropriate and formatted correctly. Enough of the content is created by the student. 10/10
Timeliness and Format	Assignment is not handed in by deadline and file name is not labeled using guidelines provided 2.5/2.5	Assignment is either not submitted by the due date or is not labeled correctly. 5/5		Assignment is turned in by the due date and is labeled correctly. 10/10

Please cite as: Hernandez, S. (2016). *Food Safety Manual*. American Public University System.