

Inserting rubrics in existing MASTER courses:

1. Please see the course to be modified with the schedule shown below:
2. We will use a standardized rubric for Discussions and Cases/Mini Cases for the required assessment assignments.
3. Pick two(2) course learning outcomes to use for the courses below. You do not have to use the first two. Pick two where a discussion and a case study or other assignment that can be graded with the case study rubric fits.
4. For those two course learning objectives pick a minimum of at least one assignment for each learning outcome.
5. For that learning outcome, add the learning outcome at the bottom of the standard Discussion or Case rubric, inserting the learning outcome at the bottom , spelling out the learning outcome..
6. **SEND ME A COPY OF EACH RUBRIC WITH THE LEARNING OUTCOME SHOWN,** so that I may insert it on a macro basis to the Master shell of that course (through FSW ON Line) and so that any professor teaching a section of the course will use this same rubric for at least these assignments you have picked.
7. Identify these **REQUIRED ASSIGNMENTS** in the Capstone Master course as assignments that must be given and must be graded using the rubric EXACTLY as you have created them. Use Professor Hoffman's model , unless we modify it in today's meeting. Copies will be distributed .
8. Please complete your courses before we have our holiday break. The purpose of course is for assessment data on course learning objectives in the spring semester.

Courses to which the rubrics and instructions for these required assignments need to be inserted are :

MAN 4701 - Hoffman

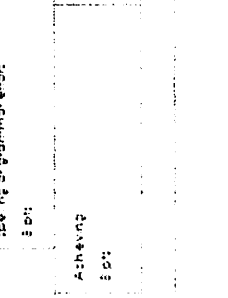
1. MAN 3303 LEADERSHIP - PROFESSOR OHOFFMAN
2. MAN 3301 – HUMAN RESOURCES - PROFESSOR NAY
3. MAN 3120 ORGANIZATIONAL BEHAVIOR - PROFESSOR NAY
4. MAN 4720 – STRATEGY- PROFESSOR NAY
5. FIN 3400-FINANCE-PROFESSOR CALLAHAN
6. ACG 3024 –ACCOUNTING – PROFESSOR BUGGER
7. GEB 4375 – INTERNATIONAL BUSINESS –PROFESSOR OLIVER
8. ISM 3004 INFORMATION SYSTEMS- PROFESSOR NAY /PROFESSOR DUBETZ
9. MAR MARKETING FOR MANAGERS – PROFESSOR HOFFMAN
10. CAPSTONE – PROFESSOR NAY

Please complete by the last duty day before the holiday break and as soon as possible. This does not effect the Common Course Finals we already have in place and these should still be used through the Spring semester.

Since this is our first go at assessing course outcomes in this way, be assured we will need to modify and improve as we go along. The SACS “mid term “ 5 year review goes three years back, which is this year and we want to have robust assessment data for that review.

Discussion Rubric (LO-2)

Discussion Rubric (LO-2)		Criteria		Ratings		Pts		
Posting is on topic and insightful	10 pts	Exceeds - Focus on the topic and does not stray from the central theme	10 pts	Achieving - Mostly on topic with some minor variance of theme	7 pts	Developing - Misses the point that answer without substance and/or repeats on restating the question	5 pts	10 pts
Topic supports the required amount of reliable research using proper APA format.	10 pts	Exceeds - Exceeds the minimum number of research sources. Sources are very reliable and include some peer review. Low APA citation	10 pts	Achieving - Meets the minimum number of research sources. Sources are reliable and cited in APA format. Good	7 pts	Progressing - Does not include the required number of reliable sources and/or the sources used are not acceptable	5 pts	10 pts
Replies to other students	10 pts	Exceeds - Exceeds the minimum number of replies. Replies are insightful and provide meaningful feedback	10 pts	Achieving - Meets the required number of replies. Replies are insightful and provide useful feedback	7 pts	Progressing - Meets the required number of replies. Replies repeat one theme and lack substance and insight	5 pts	10 pts
Replies are supported by research. APA used for references	10 pts	Exceeds - Each reply is supported by some reliable research and written in APA format	10 pts	Achieving - Replies are cited on some research and not well referenced	7 pts	Progressing - Replies are weak and lack evidence of research	5 pts	10 pts
Writing Quality	10 pts	Exceeds - Very well written and organized. All important points are emphasized and identified. No spelling or grammatical errors.	10 pts	Achieving - Well written and somewhat organized. Most of the important points are addressed. No spelling or grammatical errors	7 pts	Progressing - Missed some points. Weak organization. Some spelling and grammatical errors	5 pts	10 pts
LO2 - Situational Leadership	10 pts	Exceeds	10 pts	Achieving	7 pts	Developing	5 pts	10 pts
Total Points: 50								



Research Paper (LO-3)

Criteria	Ratings		Pts
<p>Paper follows the guidelines and covers all of the requirements of the assignment</p> <p>50 pts</p>	<p>Exceptional - Paper focuses on the topic and does not stray from the central theme. Great insight using strong components and course concepts.</p> <p>40 pts</p>	<p>Progressing - Paper does not support the topic completely. Components of it may be on par or very weak. No insight into course concept.</p> <p>25 pts</p>	<p>50 pts</p>
<p>Topic is supported by the required amount of reliable research using proper APA format.</p> <p>50 pts</p>	<p>Achieving - Meets the minimum number of sources. All sources are reliable and credible. APA is mostly good.</p> <p>40 pts</p>	<p>Progressing - Does not include the required number of reliable sources. Sources are not deemed as acceptable. APA needs improvement.</p> <p>35 pts</p>	<p>50 pts</p>
<p>Paper is supported by research and APA is used for references.</p> <p>50 pts</p>	<p>Achieving - Topic is supported by the required amount of credible research. APA is strong.</p> <p>40 pts</p>	<p>Progressing - Topic meets the required amount of sources; however, credibility of sources seems weak. APA needs work.</p> <p>35 pts</p>	<p>50 pts</p>
<p>Writing quality</p> <p>50 pts</p>	<p>Achieving - Very well written and organized. All important points are emphasized and identified. No spelling or grammar errors.</p> <p>40 pts</p>	<p>Progressing - Weak organization. Missed some of the important points. Some spelling or grammar errors.</p> <p>35 pts</p>	<p>50 pts</p>
<p>LO3 - Defend management philosophies, leadership traits, behaviors</p> <p>40 pts</p>	<p>Achieving</p> <p>40 pts</p>	<p>Developing</p> <p>25 pts</p>	<p>50 pts</p>
Total Points: 200			