

School of General Education

Assignment Rubrics

CS204: Professionalism: Theory and Practice in the Global Workplace

Unit 3 Assignment Rubric		
Project Content	• Describes aspects of professionalism represented in the presentation • Recognizes unprofessional aspects of student's given profession as well as aspects in the presentation that were unprofessional • Clearly articulates in their own words appropriate attire of a professional in student's desired field • Identifies attributes that makes someone professional in chosen field • Describes in their own words what the student can do to present a professional image in their chosen field • Includes details that describe what the student currently possesses as a professional and behavioral attributes the student has as a professional	/70
Structure	• Project reflects research • All questions presented in the project were answered • Introduction and conclusion were included for paper	/15
College Writing	• This category covers grammar, punctuation, word usage, writing mechanics, and spelling. • Paper set up in APA formatting with APA formatting guidelines followed	/15
Overall Comments:		Total Points /100

Unit 6 Assignment Rubric

NOTE: If audio is not included on the required slides (Slides 2-5) for this assignment, no credit can be awarded for the assignment.

Project Content	• <u>Slide 2</u> - content and narration - identifies the name and type of organization observed, the date and time of observation, and student's role as observer (employee, customer, client, etc.). Includes background information about the company. • <u>Slide 3</u> - content and narration addresses professional appearance of employees and company in detail and is supported with what was observed. • <u>Slide 4</u> - content and narration analyzes the company by focusing on the specific dominant organizational culture. Identification is based on the 4 cultures learned in the course and a comparison to the work done and observed. Mission of the company is analyzed to determine alignment to what was researched and observed at the company. Then an explanation as to why or why not aligned with the company observation and research was included. • <u>Slide 5</u> - content and narration evaluates how student would fit in company. 2-3 social and behavioral attributes were identified that student has and why they would be an asset to the company based on the nature and needs of the company. Information is supported with examples of what was observed and researched. • <u>Research</u> - Content throughout presentation is supported with research completed about the company and about organizational culture.	/160
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Oral Delivery	• Narration meets the required length for each content slide • Narration is articulate with correct use of grammar, professional tone and steady rate of delivery • Narration is free of interruptions and background noise	/60
Structure	• Cover page includes assignment title, name, course and section number, date, and instructor's name. • Assignment includes word for word written transcript of narration in a separate MS Word document • Content written on each slide connects with the narration provided for the slide • Project includes title slide, 4 content slides, and reference slide	/40
College Writing	• This category covers grammar, punctuation, word usage, writing mechanics, and spelling. • APA formatting guidelines are followed	/40
Overall Comments:		Total Points /300

Unit 9 Assignment Rubric

Project Content	• Introduction of student explaining his or her position within their identified future career field. Introduction also includes a brief overview of student's perception of his or her professional presence. • Identifies professionalism needs within the student's career field and how to maintain lifelong professionalism • Create at least 2 short-term goals (each goal written as a SMART method statement). Plan to meet each goal and rationale for each goal is included. • Create at least 2 long-term goals (each goal written as a SMART method statement). Plan to meet each goal and rationale for each goal is included. • Includes an educational plan that identifies at least 3 ways to maintain current and future marketability • Includes budgeting plan to cover future education and career marketability needs • Inclusion of detailed explanations for each area of the assignment which fully explains each topic • Reflects learning in the course by supporting information with APA formatted citations referencing the course readings and outside materials	/170
Structure	• Project reflects research • All areas presented in the project are completed • Template is used to complete assignment	/30
College Writing	• Grammar, punctuation, word usage, writing mechanics, and spelling guidelines are followed • APA formatting guidelines followed	/40

Overall Comments:	Total Points /240
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