

Name Executive Summary (EXSUM) Rubric

Description Write an Executive Summary (EXSUM). Your task is to participate in lessons within the MLC, complete your required readings, and then analyze a required case study with a directed focus using one component from the NCO Core Competencies. You will then summarize the case study staying relevant to the directed question from the lesson. The EXSUM will focus on the historical case study, but will be supported by other research conducted to support your findings. Cite at least three references. The purpose of the EXSUM is to give you a tool to use throughout your career when summarizing events. The case studies will allow you to see how the actors represented or embodied these current competencies. Late submission subtract 10 points per day.

Rubric Detail

Criteria	Levels of Achievement			
	Does Not Meet Standard	Meets The Standard	Exceeds Standard	Far Exceeds Standard
NCO Common Core Competency Weight 30.00%	20 % Did not identify or explain the NCO Common Core Competency with enough detail to convince the reader that the writer performed adequate research.	70 % The NCO Common Core Competency identified is accurate but at times unclear; key components are present but not fully rounded out with detail and facts. The supporting documentation is basic, and supporting information has minimal detail.	80 % The NCO Common Core Competency is identified and explained appropriately and the writer added additional information related to the required component to support NCO Common Core Competency.	100 % The NCO Common Core Competency is clearly identified and succinctly explained. The writer provided supporting information on the NCO Common Core Competency providing a clear and complete description.
Accuracy Weight 25.00%	20 % Did not relate findings to the posed question in the assigned NCO Core Competency.	70 % Vaguely related findings to the posed question in the assigned NCO Core Competency.	80 % Related findings to the posed question in the assigned NCO Core Competency.	100 % Directly related findings to the posed question in the assigned NCO Core Competency.

Criteria	Levels of Achievement			
	Does Not Meet Standard	Meets The Standard	Exceeds Standard	Far Exceeds Standard
Syntax and Mechanics Weight 20.00%	20 % There were five or more grammatical, spelling, and punctuation errors that make the paper unreadable or hard to follow.	70 % Sentences were adequate in style and structure. There are three to four grammatical, spelling, and punctuation errors. Less than five passive voice sentences excluding directly quoted material.	80 % Sentences were well-written. There were one or two grammatical, spelling, and punctuation errors. Less than three passive voice sentences, excluding directly quoted material.	100 % Sentences and paragraphs were clear, concise, well-written, and free of passive voice excluding directly quoted material. Facilitated a logical flow of thoughts and ideas.
Organization Weight 10.00%	20 % Written work did not progress logically and ideas were not fully developed. Transitions between paragraphs and ideas were often missing or incomplete. Lack of cohesion within paragraphs made it difficult to follow the paper's flow.	70 % Written work, per assignment directions, progressed logically and ideas formed. Transitions between paragraphs and ideas were sufficient.	80 % Written work, per assignment directions, progressed logically and ideas were complete. Transitions between paragraphs and ideas were smooth. Paragraphs were developed. Reader can follow the paper's flow.	100 % Written work, per assignment directions, progressed logically and ideas were well-developed and cohesive. There was a clear beginning, middle, and end.

Criteria	Levels of Achievement			
	Does Not Meet Standard	Meets The Standard	Exceeds Standard	Far Exceeds Standard
Research Weight 10.00%	20 % Sources outside of the case study/vignette were not relevant or credible.	70 % Source was credible and relevant from outside of the case study/vignette. Used relevant quotes to support work.	80 % Sources were scholarly, credible and relevant from outside of the case study/vignette. Used more than one source.	100 % Sources were scholarly, credible and relevant from outside of the case study/vignette. Used three or more sources. Sources ranged in diverse material such as scholarly journals relevant professional manuals, white papers, and published research from leading authorities.
Directly Quoted Material Weight 5.00%	20 % 25% or more directly quoted material.	70 % 16-24% directly quoted material.	80 % 10-15% directly quoted material.	100 % 09% or less directly quoted material.

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