

Summary Assignment (10%)

Due: **See the Critical Path**

After successfully completing this assignment, you will be able to:

1. Summarize key parts of textbook chapters, typical of first-year college courses.
2. Cite sources appropriately in APA style.
3. Complete a useful study tool for review.

Step One:

Summarize the following section from your chapter on Business Ethics:

Chapter Section: The Stakeholder Model of Responsibility (pp.53-60)

This section includes: Responsibility Toward Customers, Employees, Investors, Suppliers, Local & International Communities, and the Environment

In total, you will be summarizing approximately 7 pages of the textbook chapter.

Step Two:

Complete the self-assessment rubric and submit it with your summary.

The self-assessment is worth 2% of your grade.

Additional Tips/Information:

- Please type this assignment (size 12 Times New Roman font, double-spaced).
- You **do not** need to create a title page
- You **do not** need to include the extra articles “Creating games with a Social Twist” (p. 55), “Should We Pay Whistle-Blowers?” (p. 56), & “Some Frustrations in Green Movement” (p. 60) in your summary.
- Please follow the summarizing instructions in Module 2.
- Please follow the sample summary
- Make sure to check your summary for grammar, mechanics and spelling before submitting. Review the summary rubric as well to see how I grade your writing.
- Submit both the Summary and the self-assessment rubric to blackboard in the “Summary” Assignment folder. If you do not submit both on time, your assignment will be considered late, and you lose 5% each day until submitted.
- (Please, submit a .doc or .docx file. Do not submit .pages or .pdf.)

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Level 7 – Summary Self-Assessment

How is your writing?

✓ check the boxes below if you have met the criteria.

Self✓	Criteria	
	Organization 40%	- The summary as a whole has a clear, logical structure, likely reflecting the source structure - Each sentence follows logically and has a useful role to play
		The source and focus are immediately clear to the reader with a well-developed topic sentence.
		APA style is accurate (to practice citing & referencing)
	Development 40%	The summary is a useful study aid for student readers
		- All main ideas and explanations are included - Sufficient supporting detail is included without <u>unnecessary</u> examples such as business names, dates, and statistics. - The summary is clear, accurate, and coherent
	Language 20%	Language is reasonably accurate, though a few minor problems may exist
		- Maximum 10% of text is quoted (to practice paraphrasing) - Key terms are used (not paraphrased) - A variety of appropriate structures and vocabulary is used - The content and language matches the topic and audience - The choice of tense for reporting is consistent (past or present)
Total Expected Grade:	/100	

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		Below	Acceptable	Proficient		Strong	Advanced
Criteria		Fail (0–49)	Pass (50–59)	Pass (60–69)	Pass (70–79)	Pass (80–89)	Pass (90–100)
Organization 40%	- The summary as a whole has a clear, logical structure, likely reflecting the source structure - Each sentence follows logically and has a useful role to play						
	The source and focus are immediately clear to the reader						
	APA style is accurate (to practice citing & referencing)						
Development 40%	The summary is a useful study aid for student readers						
	- All main ideas and explanations are included - Sufficient supporting detail is included without <u>unnecessary</u> examples - The summary is clear, accurate, and coherent						
Language 18%	Language is reasonably accurate, though a few minor problems may exist						
	- Maximum 10% of text is quoted (to practice paraphrasing) - Terms are used (not paraphrased) - A variety of appropriate structures and vocabulary is used - The content and language matches the topic and audience - The choice of tense for reporting is consistent (past or present)						
Self-Assessment 2%	Student submitted thoughtful self-assessment	Complete			Incomplete		
Total grade:							/100

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