

CRIJ 1301: Writing Assignment Guidelines and Rubric

Writing assignment guidelines:

1. Each assignment must be between 400-500 words; the word count should NOT include your name, date, class info, subject, title, references, etc.
2. Your assignment must have your name and class (CRIJ 1301: Intro to CJ) on the top of the page
3. It must be written and submitted in a Word document
4. Assignment must be saved in a Word“.doc” file or “docx”.
5. It must be written in Times New Roman font
6. Size of font should be 12 font
7. Assignment should be double spaced
8. Indent every new paragraph
9. Assignment should have 1-inch margins all around

A sample of the format I am looking for can be found at the bottom of this syllabus. Make sure to add your references at the end of your assignment if you happen cite any outside sources or someone else's ideas in APA writing style format. If you pass someone else's ideas as your own without giving credit to whomever created the idea/work, that is plagiarism. Plagiarized work will receive an automatic zero, no exceptions. If you are using your book for examples, you do not have to cite your book.

To get the full 20 points on this assignment, you will be graded based upon these guidelines and rubric. The rubrics consist of technical guidelines (spelling, grammar, point count, proper formatting) and guidelines pertaining to your main ideas and thoughts. In general, I am looking for you to answer all parts of the question with well-formulated ideas. You can refer to the chapter readings or other literature when answering the question but do not copy and paste from the book.

Use your own words when answering the questions, provide information that backs up your answer, and most importantly, show initiative. If I ask you to provide an opinion, please make sure you provide me with not only your opinion but reasons to back your opinion. Reasons such as “that is what the book says” or “I feel this way because that's the way I feel,” or anything of that nature will not be accepted; answers like these will make you lose points on this assignment. I want you to use your minds and be creative when I ask you for your opinion. Make sure to check and re-check your grammar. I will deduct points for poorly grammatically written assignments. I will also deduct points for assignments that do not meet the minimum amount of words. Please refer back to the rubrics for other required guidelines not discussed in this section.

Writing Assignment Sample

Student's name	CRIJ 1301: Intro to
Your 400-500 word response goes here.	
<u>References</u> If you use references, add them right under your response. They do not need to go on a separate page. Make sure to use APA style formatting when providing references.	

Rubrics

	Assessment Item	Points
<u>Format</u>	- Your name and CRIJ 1301 on top of the page (this does not count towards your word count) - Must be written and submitted on a Word document - Double spaced - Times New Roman font - 12 point font size - 1-inch margin on each side - Indent every new paragraph	3
<u>Word Count</u>	- 400-500 word count: You get the full points - 399 or less word count: minus 3 point	3

<u>Grammar/Well Written</u>	Make sure you use complete sentences, proper word usage, punctuation, APA style writing format (when required), and proper use of references/citations. I will deduct for poorly grammatically written assignments, punctuation mistakes, and misspelled words. - 0 – 5 mistakes: you get the max points - 6 – 10 mistakes: minus 1 point - 11 – 15 mistakes: minus all 3 points	3
<u>Main Body</u>	Well-written, well-developed, thoughtful responses are the key to a great writing assignment. Make sure to identify the issue, be clear with your thoughts and answers, back your responses with book and/or lecture material and personal opinions (when asked); do not copy and paste right out of the book. Plagiarized work will receive a zero for the entire assignment. - Exceeded objective response with clear and thorough responses: 11 points - Met objective response with partially clear and thorough responses: 8 points - Met objective response with unclear responses. Reasoning/examples are vague: 5 points	11
	Total Possible Points:	20