

Grading Rubric

Please note that, in the interest of offering students practice in proofreading and editing their own work, comments offered through reproductions of the forms below are general in nature. That is, they identify systematic problems and make broad suggestions rather than making line-by-line corrections.

Per course policy, assessment of the assignment is done according to performance in several categories, named and described below. Each category is weighted with a number of steps' change to the basic grade of C.

Category	Comments	Steps Yes/No
Assignment Guidelines Met	•	+0/-3
Prefatory Statement Appropriate	•	+1/-1
Table of Contents Appropriate	•	+1/-1
Summative Statement Appropriate	•	+2/-1
Revision Evident	•	+2/-1
Formatting Correct	•	+0/-1
Mechanics Correct	•	+0/-1
Engagement Developed	•	+1/+0
Overall Score		
Overall Comments		

- Assignment Guidelines Met—Are all required components (prefatory statement; table of contents; revised Prop, Explore, AnnBib, and ResPpr; summative statement) of the FinPort included? Are they in the order requested?
- Prefatory Statement Appropriate—Does the text of the FinPort begin with a brief (90-110 words, exclusive of heading an overall title) statement outlining its purpose and its contents? Is the text appropriately informative?
- Table of Contents Appropriate—Is a table of contents present? Does it adequately reflect the contents of the FinPort? Does it exclude itself from its listing?
- Summative Statement Appropriate—Does the text of the FinPort conclude with a brief (275-325 words) statement assessing the writing and research processes conducted through the semester, as well as their findings and implications for future use/writerly development?
- Revision Evident—Is it clear that the components of the FinPort that have been previously assessed have been revised? Is it clear that the revision has been more than surface-level (i.e., questions of content and organization are addressed in addition to those of format and mechanics)?
- Formatting Correct—Is the text of the FinPort double-spaced on letter-size sheets with one-inch margins on all sides; in 12-point Times New Roman, Garamond, or Georgia type; with page numbers in the upper right corner of the page, with the student's surname

preceding the number; with page numbers and surnames in the same typeface as the rest of the document; with heading and title placed appropriately; and with text aligned fittingly? Are necessary and appropriate headings and sub-headings in place?

- **Mechanics Correct**—In terms of usage, does the text conform to standards promulgated by the MLA and discussed during class time? Does it maintain a level of diction appropriate to its authorship and its intended audience?
- **Engagement Developed**—As a sort of extra-credit component, does the FinPort offer some particularly engaging or poignant element unusual or exceptional in a work of first-year composition? Does it avoid cliché and trite phrasing? Does it stake out an unusual position or make a solid and reasonable attempt to push the boundaries of the assignment in productive ways?