

Graded Essay/Short Answer Assignment Instructions

Grading will be based upon the quality of your analysis and how clearly you present the information within your answers. You are expected to incorporate key terms and concepts you have learned in this course. Points will be deducted for grammar, punctuation, and spelling errors. You should start with a brief outline for each answer, create a rough draft, and then produce a final draft.

All essays must use [APA](#) formatting to cite sources, including the required textbook for the course and online lesson material, when applicable.

For assistance on APA citation style, please visit this site:

<http://www.riosalado.edu/library/owl/Pages/APACitation.aspx>

Be sure to review this resource on how to avoid plagiarism:

<http://www.riosalado.edu/library/tutorials/Pages/avoidingPlagiarism.aspx>

Tutorial on how to use the Citation Tools within Microsoft Word 2007:

http://qm.riosalado.edu/resources/Using_Citation_tools_Word_2007.pdf

View a sample essay and break down of how to write an essay and cite sources:

<http://qm.riosalado.edu/resources/EssaySample.pdf>

These essays are short-answer essays; therefore, each answer must consist of:

1. **An Introduction paragraph**, which contains a minimum of two sentences that introduces your answer to the reader and establishes a foundation for the remainder of your answer.
2. **Body paragraph(s)**, which present the major content of your answer. Include at least one body paragraph with three or four sentences within the paragraph.
3. **A conclusion paragraph**, which contains a minimum of two sentences and summarizes the major points contained in the body paragraphs.

The following—Grading Rubric for Essays/Short Answers will be used to grade your written assignments.

Grading Rubric for Essays/Short Answers

Criterion	D	C	B	A
Completeness	Does not respond to the assignment question	Responds to a portion of the assignment question	Responds to the majority of the assignment question	Directly responds to assignment question
Knowledge/Application	Key course concepts and terms not used, or not applied correctly	Key course concepts and terms used incorrectly or seldom applied correctly	Key course concepts and terms used and applied sufficiently throughout answer	Key course concepts and terms used correctly and applied exceptionally well throughout answer
Writing Skills	Ineffective introduction, body, or conclusion; gross grammar, sentence structure, spelling, or punctuation errors	Appropriate introduction, body, and conclusion; frequent grammar, sentence structure, spelling, or punctuation errors	Appropriate introduction, body, and conclusion; few grammar, sentence structure, spelling, or punctuation errors	Excellent introduction, body, and conclusion; no grammar, sentence structure, spelling, or punctuation errors