

Writing Assignment Evaluation Form

Associate and Bachelor Level

Grand Total: 0

Format Evaluation	Not Applicable	Marginal	Good
1. On each page: Student Name, ID Number, Course Number, Course Title, and Unit Number.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Restatement of the question and question number (exactly as stated in the Study Guide).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Responses typed, using a standard font, 12-point type size, double-spaced, with overall neatness and readability.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Evaluated by

Date:

Total: 0

Writing Assignment Evaluation	Poor 2	Marginal 3	Good 4	Very Good 5
1. Student used standard essay format: Introduction/Body/Conclusion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Student demonstrated an understanding of course content and key concepts, as discussed in the text.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Student provided a clear and well-developed response to the question.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Student was able to examine, assess, evaluate, and/or analyze course content and key concepts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Student demonstrated proper use of grammar, spelling, punctuation, citation style, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Notes

Evaluated by

Date:

California Coast University - Undergraduate Level Rubric for Writing Assignments

Criteria	2 points	3 points	4 points	5 points
Organization: Introduction, Body and Conclusion	The response is not a multi-paragraph essay.	There appears to be little organization of the essay's content. Transitions are confusing or unclear. Few topic sentences.	The essay is generally easy to follow with most of the elements of a multi-paragraph essay. Most paragraphs have good topic sentences.	The essay has all of the elements of a multi-paragraph essay, including an introduction, body paragraphs with effective topic sentences and a summary.
Comprehension of the Readings	There is no evidence that the textbook has been used as foundation for the response.	Essay demonstrates little understanding of the concepts in the assigned reading related to the prompt and does not critically evaluate/ respond to those ideas in a persuasive manner.	Essay demonstrates good understanding of the concepts in the assigned reading related to the prompt and occasionally critically evaluates/ responds to those ideas in an analytical, persuasive manner.	Essay demonstrates a solid understanding of the concepts in the assigned reading related to the prompt and critically evaluates/ responds to those ideas in an analytical, persuasive manner.
Treatment of Key Concepts in the Assignment	The response does not address the concepts and key ideas of the prompt and/or is unacceptably brief.	The essay may indicate misreading of the text; it may not use textual support or may use it in a way that suggests failure to understand the text.	Essay does a good job in responding to most of the elements of the prompt. It may omit some part of the prompt or provide limited textual support for its points.	The essay responds to the prompt clearly and directly. It is characterized by a good grasp of the text and by the ability to use the text to frame an apt response to the prompt.
Analysis and Originality	The response to the prompt simply quotes or re-states what the textbook presents.	Writing is more descriptive than analytical. The response is a simplistic view of the topic with no evidence of critical thinking related to the topic.	There is an even balance between critical thinking and description. However, there is no evidence that the student has made a personal connection to the topic.	Effective use of critical thinking in analysis. The essay includes insightful reflections or connections to the topic based on personal experiences or observations.
Mechanics	Major problems in sentence structure, grammar, and diction. Frequent major errors in citation style, punctuation, and spelling. May have many run-on sentences and sentence fragments.	Problems in sentence structure, grammar, and diction (usually not major). Some errors in punctuation, citation style, and spelling. May have some run-on sentences and sentence fragments.	Sentence structure, grammar, and diction strong despite occasional lapses; punctuation and citation style often used correctly. Some (minor) spelling errors; may have one run-on sentence and/or sentence fragment.	The essay represents outstanding writing skills related to grammar and mechanics and demonstrates skillful use of citation and reference style.