BGS 402 Fearless Investigation-Research

ONLINE COURSE SYLLABUS: FALL 2016

INSTRUCTOR INFORMATION

Instructor:	Paige Bussell
Office Hours:	By appointment
Office Phone:	903-468-3209
University Email Address:	Paige.Bussell@tamuc.edu
Preferred Form of Communication:	The best way to contact me is by e-mail. This is an online course; therefore, expect most communication to be online.
Communication Response Time:	I will respond to e-mails within a 48 hour time period. All e-mails must include BGS 402 in the subject line.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Publication Manual of The American Psychological Association (6thEdition); ISBN: 9781433805615
TAMU-Commerce Bookstore prices: New $33.30; Used $26.65

Software Required

First time eCollege users:

eCollege is generally very user-friendly; however, should you have any questions or concerns

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about it, you may want to complete an eCollege orientation. The home page will give you directions on how to proceed from there. Your login is your Campus-wide ID # and your password is the same as you use for your MyLeo. It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a "Browser Test," login to eCollege, click on the 'MyCourses' tab, then select "Browser Test" link under Support Services.

Optional Texts and/or Materials

Perrin, R. (2011). Pocket Guide to APA Style (4th Ed.). Boston, MA: Wadsworth Cengage learning. ISBN 9780495912637

Course Description

This course is to investigate the techniques of the research process as applied to business and economics. Experience is gained in defining research problems, designing a research project, and in collecting, analyzing, recording and interpreting data. Also, an analysis of pertinent literature in business and economics is conducted.

Student Learning Outcomes

After completing this course, students should be able to:
1. Demonstrate and utilize the various components of APA formatting.
2. Demonstrate the ability to conduct a review of the literature using scholarly sources.
3. Demonstrate the ability to create a formatted annotated reference list using scholarly sources.
4. Demonstrate the ability to develop a business related research question/problem.
5. Demonstrate and utilize the scientific research method through an analysis process using descriptive, historical, correlational, and experimental research methods involving a researched business question/problem.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Learning management system (eCollege) and Microsoft Word

Technical Support:

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the eCollege Help Desk, available 24 hours a day, seven days a week. The Help Desk can be reached by calling 1-866-656-5511 or by clicking on "Live Support" on the toolbar within your course to chat with an eCollege representative. Additionally, you can click on the "Help" button located at the top of each page for more information.

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Instructional Methods

The instructor presumes that each student has a working knowledge of eCollege and has a MyLeo e-mail address. The Instructor urges registered online students to familiarize themselves with eCollege by going through the eCollege tutorial or orientation process. This will ensure that each student will have sufficient knowledge on how to accomplish the requirements of the course. It is NOT the Instructor's responsibility to teach students on how eCollege works.

Student Responsibilities or Tips for Success in the Course

It is the student's responsibility to drop the course if the student does not wish to participate. Any student who will not be able to log into the class web site for more than three (3) days (i.e., because of an extended business trip etc.) should contact the instructor in advance.
*Also see additional tips under the Doc Sharing tab.

All students enrolled at the University will follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. See Student's Guide Handbook, Rules and Procedures, Code of Student Conduct at http://www.tamuc.edu/CampusLife/documents/studentGuidebook.pdf. (Opens in a new window.)

Assessments

GRADING

Course Grading:
Knowledge of the substantive material covered in the course is of central importance. Grading will include, where appropriate, consideration of content as well as grammar, style, spelling, and organization.

Grading, Key Content Areas, and Assignments:
Grades in BGS 402 are based upon a student's work in three key content areas: quality, consistency, and quantity. These content areas reflect the course objectives and the core communication skills that students are expected to learn. Each of these content areas represents a fixed percentage of the course's content. Since this is a junior level course, grading will include consideration of content as well as grammar, spelling, style, and organization.

Research Paper	20%
Module Assignments	20%
Quizzes	40%
Discussions	20%
Total	100%

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Percentages for course grade level are as follows:

A =	90-100 %
B =	80-89 %
C =	70-79 %
D =	60-69 %
F =	00-59 %

Grades will be awarded based upon a point system. Your total number of points will be divided by the total number of points available to determine your grade percentage. Extra credit work will NOT be assigned and late assignments will not be accepted.

Research Paper:

The research paper is worth 20%of your final grade. Students must use APA Style formatting and citation. Additional format instructions are provided along with assignment details. Assignments are expected no later than 11:59 p.m. (CST) on the day they are due. **Late papers will NOT be accepted! Students will receive a grade of zero for failing to correctly upload an assignment and on time.** The research topic will be given in eCollege.

Submitting papers:

All written assignments/research papers must be submitted to the appropriate dropbox within eCollege and be produced in 12-point, Arial or Times New Roman type, and double-spaced, with one inch margins. Always use block left format with jagged right margins. Always use tabs at the beginning of paragraphs. Proofread carefully. Grammar, punctuation, spelling, and style count heavily in this course.

Quizzes:

There will be quizzes given in each module throughout the semester for a total of 40% of your final grade. Please see the schedule on the last page for the dates the quizzes will be open. The quizzes will be timed and can only be accessed once; therefore, once you begin, you may not stop and come back to it later. The quizzes should be taken by the student without their textbook. Make sure you have a reliable internet connection before beginning.

Module Assignments:

There will be module assignments given each week. These are worth a total of 20%. The module assignment will consist of one of the following: case study, research of relevant topics, or other written assignments. As a general guideline, your grade on this portion will be a function of the quality, quantity, and consistency.

Submitting Module Assignments: All written assignments must be submitted to the appropriate dropbox within eCollege and be produced in 12-point, Arial or Times New Roman type, and double-spaced, with one inch margins with correct APA formatting. Always use block

left format with jagged right margins. Always use tabs at the beginning of paragraphs. Proofread carefully. Grammar, punctuation, spelling, and style count heavily in this course.

Discussion Boards:

The discussion board is worth 20% of your grade. The preferred pattern for the discussion activity is that it becomes a conversation, not necessarily a series of posts and replies. The format for grading the discussions will apply to both semester-long and other discussions (including the section/readings).
Grading will include quantity of postings and replies, quality of postings and replies, number and variety of topics discussed in discussions, frequency and regularity of discussions, and timeliness. Students are expected to share their thoughts, responses and/or ideas, in order to learn from each other's opinions. Initial postings and replies are not considered differently in the grading process. Although some professors may set minimum numbers or "appropriate" numbers of postings and replies, students in this class should be aware that the number of postings and replies is only one factor that goes into the grading. Grading of the discussions does tend to be somewhat cumulative, in that a few really outstanding posts or replies may not provide very many points. On the other hand, many low quality posts do not add much value to the discussions.

Students should also be aware that copying things off the internet and posting it should include an appropriate reference. Also remember that simply making this kind of posting without making personal observations is not a quality post. Duplicated posts that someone else has already made and replies that are essentially "me too" or "I agree" without further discussion are not quality postings. It is the responsibility of each student to keep up with the scheduled readings and discussions for the chapters. Please also note that heavy activity during the last few days cannot compensate for a lack of participation during the term. Plan to participate throughout the entire semester. Once the chapter discussions have been closed, they will not be re-opened and will be in read-only format.

IMPORTANT POSTING RULES:

1) Postings may be a few sentences or a couple of paragraphs in length. The key to a quality post is that it provides thoughtful, clear analysis, and insight into the topic or questions. Your postings will be carefully read.
2) To achieve the highest possible score for discussion participation, student should maintain active engagement through consistency and quality. Quality is more important than quantity.
3) Plagiarism among students (copying others' postings) will not be tolerated. Please note that TAMU-C has explicit rules regarding plagiarism and will be subject to penalties. Students are advised to carefully read everyone's postings to ensure that no one has plagiarized your answer.
4) Students with very few or no substantive class participation will not receive the highest credit and failure to post at all will result in student not receiving participation points.
5) Proof read all posts and written communications to eliminate any offensive references, poor sentence syntax, misspelled words, etc. Keep errors to a minimum.

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TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive
    - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - Sound card, which is usually integrated into your desktop or laptop computer
    - Speakers or headphones.
    - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check   http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.
    Pop-ups are allowed. JavaScript is
    enabled. Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
    - Adobe Reader https://get.adobe.com/reader/
    - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - Adobe Shockwave Player   https://get.adobe.com/shockwave/
    - Apple Quick Time   http://www.apple.com/quicktime/download/
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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- For additional information about system requirements, please see: System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab.   http://www.tamuc.edu/myleo.aspx

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site http://247support.custhelp.com/

The student help desk may be reached in the following ways:

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with a Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's

home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.

4. I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support
Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. https://leo.tamuc.edu

Learner Support
The One Stop Shop was created to serve you by providing as many resources as possible in one location. http://www.tamuc.edu/admissions/onestopshop/

The Academic Success Center provides academic resources to help you achieve academic success.
http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

PEARSON COURSES	**App Title:**	**iPhone –** Pearson LearningStudio Courses for iPhone **Android** – LearningStudio Courses - Phone

Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

• View titles/code/Instructor of all Courses enrolled in online
• View and respond to all discussions in individual Courses
• View Instructor Announcements in individual Courses
• View Graded items, Grades and comments in individual Courses
• Grade to Date
• View Events (assignments) and Calendar in individual Courses
• View Activity Feed for all courses
• View course filters on activities
• View link to Privacy Policy
• Ability to Sign out
• Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

The instructor's communication response time and feedback on assessments are stated

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clearly.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies
Attendance/Lateness, Late Work, Missed Exams and Quizzes and Extra Credit

Syllabus Change Policy
The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures Student

Conduct
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
http://www.albion.com/netiquette/corerules.html

TAMUC Attendance
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity
Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

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ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce Gee
Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu
Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServ ices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun.
Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedur es/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903- 886-5868 or 9-1-1.

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COURSE OUTLINE / CALENDAR
Tentative Schedule for BGS 402 Fall 2016
Please Note: Late assignments will NOT be accepted.

Week Of:	Chapter:		Course Work:	Due:
August 31		Introduction to the Course		**9/9**
		Academic Honesty Policy		**9/9**
	1	Writing for the Behavioral and Social Sciences	Discussion	**9/9**
			Module I Assignment	**9/9**
			Syllabus/Module I Quiz	**9/9**
September 14	2	Manuscript Structure and Content		
			Discussion	**9/23**
			Module II Assignment	**9/23**
			Module II Quiz	**9/23**
September 28	3	Writing Clearly and Concisely	Discussion	**10/7**
	4	The Mechanics of Style	Module III Assignment	**10/7**
			Module III Quiz	**10/7**
October 12	5	Displaying Results	Discussion	**10/21**
			Module IV Assignment	**10/21**
			Module IV Quiz	**10/21**
October 26	6	Crediting Sources		
			Discussion	**11/11**
			Module V Assignment	**11/11**
			Module V Quiz	**11/11**
November 9	7	Reference Examples	Discussion	**11/25**
			Module VI Assignment	**11/25**
			Module VI Quiz	**11/25**
November 23	8	The Publication Process	Discussion	**12/9**
			Module VII Assignment	**12/9**
			Module VII Quiz	**12/9**
December 7		**Research Project due** (Must be turned in by 11:59p.m.)		

Please Note: The instructor reserves the right to change this schedule as circumstances may dictate. All changes will be announced.

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Rubric for Module Assignments/Research Paper

Criterion	4 A-level qualities (90–100)	3 B-level qualities (80–89)	2 C-level qualities (70–79)	1 or 0 D- or F-level qualities (60–69 or <60)	Score
Completeness	Complete in all respects; reflects all requirements	Complete in most respects; reflects most requirements	Incomplete in many respects; reflects few requirements	Incomplete in most respects; does not reflect requirements	
Understanding	Demonstrates a sophisticated understanding of the topic(s) and issue(s)	Demonstrates an accomplished understanding of the topic(s) and issue(s)	Demonstrates an acceptable understanding of the topic(s) and issue(s)	Demonstrates an inadequate understanding of the topic(s) and issue(s)	
Analysis, evaluation, and recommendations	Presents an insightful and thorough analysis of all issues identified; includes all necessary financial calculations	Presents a thorough analysis of most issues identified; includes most necessary financial calculations	Presents a superficial analysis of some of the issues identified; omits necessary financial calculations	Presents an incomplete analysis of the issues identified	
	Makes appropriate and powerful connections between the issues identified and the strategic concepts studied in the reading; demonstrates complete command of the strategic concepts and analytical tools studied	Makes appropriate connections between the issues identified and the strategic concepts studied in the reading; demonstrates good command of the strategic concepts and analytical tools studied	Makes appropriate but somewhat vague connections between the issues and concepts studied in the reading; demonstrates limited command of the strategic concepts and analytical tools studied	Makes little or no connection between the issues identified and the strategic concepts studied in the reading	
	Supports diagnosis and opinions with strong arguments and evidence; presents a balanced and critical view; interpretation is both reasonable and objective	Supports diagnosis and opinions with reasons and evidence; presents a fairly balanced view; interpretation is both reasonable and objective	Supports diagnosis and opinions with limited reasons and evidence; presents a somewhat one-sided argument	Supports diagnosis and opinions with few reasons and little evidence; argument is one-sided and not objective	
Analysis, evaluation, and recommendations	Presents detailed, realistic, and appropriate recommendations clearly supported by the information presented and concepts from the reading	Presents specific, realistic, and appropriate recommendations supported by the information presented and concepts from the reading	Presents realistic or appropriate recommendations supported by the information presented and concepts from the reading	Presents realistic or appropriate recommendations with little, if any, support from the information presented and concepts from the reading	

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Research	Supplements case study with relevant and extensive research into the present situation of the company; clearly and thoroughly documents all sources of information	Supplements case study with relevant research into the present situation of the company; documents all sources of information	Supplements case study with limited research into the present situation of the company; provides limited documentation of sources consulted	Supplements case study, if at all, with incomplete research and documentation
Writing mechanics	Writing demonstrates a sophisticated clarity, conciseness, and correctness; includes thorough details and relevant data and information; extremely well-organized	Writing is accomplished in terms of clarity and conciseness and contains only a few errors; includes sufficient details and relevant data and information; well-organized	Writing lacks clarity or conciseness and contains numerous errors; gives insufficient detail and relevant data and information; lacks organization	Writing is unfocused, rambling, or contains serious errors; lacks detail and relevant data and information; poorly organized
APA guidelines	Uses APA guidelines accurately and consistently to cite sources	Uses APA guidelines with minor violations to cite sources	Reflects incomplete knowledge of APA guidelines	Does not use APA guidelines
				Total:

Note: Criteria are evaluated on a 4-3-2-1-0 basis. Total rubric points are converted first to a letter grade and then to a numerical equivalent based on a 0–100 scale: 33–36 = A (93–100); 32 = A– (90–92); 30–31 = B+ (88–89); 24–29 = B (83–87); 23 = B– (80–82); 21–22 = C+ (78–79); 15–20 = C (73–77); 14 = C– (70–72); 7–13 = D (60–69); 0–6 = F (below 60).

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