MONTGOMERY COLLEGE

Montgomery College General Education Assessment Rubric: Written Communication

Effective Written Communication includes the ability to communicate effectively in written language using a variety of information resources and supporting technologies appropriate to the purpose of the communication (AAC&U).

Standard 1: Organization - Student uses organizational strategies effectively to focus and unify text.

Advanced (3)	Proficient (2)	Novice (1)	Not Evident (0)	Not Applicable
▫ Skillfully uses advanced organizational patterns that maintain focus and unity throughout the text	▫ Consistently uses organizational patterns to maintain focus and unity throughout the text	▫ Inconsistently uses organizational patterns and loses focus and unity at times throughout the text	▫ Does not use appropriate organizational patterns and lacks focus or unity throughout the text	▫ Assessment task does not reflect these characteristics for student performance

Standard 2: Style and Expression - Student uses appropriate, effective style and tone.

Advanced (3)	Proficient (2)	Novice (1)	Not Evident (0)	Not Applicable
▫ Uses an advanced style (for example, tone, word choice, sentence patterns) appropriate for the assignment and audience, to clearly communicate a purpose	▫ Uses style (for example, tone, word choice, sentence patterns) appropriate for the assignment and audience to clearly communicate a purpose	▫ Occasionally uses style (for example, tone, word choice, and sentence patterns) appropriate for the assignment and audience in an attempt to communicate a purpose	▫ Uses style (for example, tone, word choice, and sentence patterns) inappropriate for the assignment and audience where purpose is unclearly communicated	▫ Assessment task does not reflect these characteristics for student performance

Standard 3: Mechanics - Student follows conventions of standard written U.S. English.

Advanced (3)	Proficient (2)	Novice (1)	Not Evident (0)	Not Applicable
▫ Conveys meaning effectively and is virtually free of errors in grammar and/or mechanics	▫ Conveys meaning clearly, regardless of a few errors in grammar and/or mechanics	▫ Meaning and readability are occasionally hindered by errors in grammar and/or mechanics	▫ Meaning is obscured by persistent errors in grammar and/or mechanics	▫ Assessment task does not reflect these characteristics for student performance

Montgomery College General Education Assessment Rubric: Written Communication

Standard 4: Academic Integrity - Student demonstrates academic integrity in writing and ethical use of technological tools.				
Advanced (3)	**Proficient (2)**	**Novice (1)**	**Not Evident (0)**	**Not Applicable**
□ Displays consistent implementation of current academic practices for use of sources and documentation established by professional associations, with no errors	□ Displays generally accurate implementation of current academic practices for use of sources and documentation established by professional associations, with minor errors	□ Displays inconsistent implementation of current academic practices for use of sources and documentation established by professional associations, with persistent errors	□ Plagiarizes □ Does not display academic practices for use of sources and documentation established by professional associations	□ Assessment task does not reflect these characteristics for student performance