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## MODULE ONE

### Grading Guidelines

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#### General Guidelines

- Articles must be dated **within the past six months**. If the article is not dated within the past six months, deduct all points in the exercise for which the article is used and check for the possibility that the student is using an old paper. If so, bring this to Coplin's attention immediately.
- Print outs must be **directly from a website**, not copied and pasted into a Word document. If documents are in Word format, no points should be given for that exercise.
- Anywhere it asks to give an e-mail address, if no exact e-mail is given, some effort must have been shown (such as a website to access e-mail).
- When sources are used, be sure that the article is included behind the exercise (unless it is behind a previous exercise) immediately, as well as on the References page as an entry.
- Do not take off more exercise points than the exercise is worth. If the student makes more mistakes than there are points in the exercise, take off the maximum points, and make constructive comments on the rest of the mistakes. You can take off additional writing or organizational points if necessary (maximum of 10 for writing and 5 for organization).
- Double-check your addition when grading.
- Do not put nasty comments on modules. Use only constructive criticism.
- Grade with a pencil, not a pen.
- When possible, make short, legible comments on the points you are taking off. Do not simply take off the points or make a comment in "TA Code."
- If you are the original grader, place your number in the blank at the bottom of the cover sheet and do not write in scores on the cover sheet.

#### Internal Citations

- Points deducted for mistakes on an internal citation should only be taken off as a writing error, not in the appropriate exercise. If the citation is wrong, deduct 1 point from writing (even if there is more than one mistake within the citation). Points for not including a necessary internal citation should be taken off of that exercise. If an internal citation is not necessary but is included and is correct, do not deduct points.
- Page numbers are only required when quoting directly from a source and are acceptable (but not required) when paraphrasing. APA rules must be followed.
- If a student is using an electronic article without the original page numbers, they should include the paragraph and/or section number from which the quote was taken.
- A period before the parentheses, or any other grammatical mistake surrounding but not IN the citation, is a writing error. If the citation error does not occur within the citation parentheses, count it as a WRT error.
- No points should be taken off if an internal citation is in the middle of the sentence it is referencing.

- Citation not necessary means students are not required to include a quote. If the student chooses to include a direct quote anyway, they then are required to include a citation. Citations are always required when using a direct quote.

**PAF 101 EXERCISES – MODULE 1  
BASED ON CHAPTER 1**

**\*\* Whenever you use a source in your answer, including all quotes, you must provide an APA-style internal citation and a full APA-style reference in the References page exercise, except for personal communications. HINT: Most of these exercises require sources unless specified otherwise.**

**\*\* All newspaper articles must be dated within the past six months.**

**\*\* Whenever you attach an article, it must be directly behind the entire exercise in which it appears, and it must be clearly labeled with the exercise number and letter to which it pertains. Attach only the first page of the article unless otherwise stated.**

**\*\* Do not copy electronic articles into Word documents. Print them directly from the website or other source.**

**\*\* Unless otherwise stated, begin your answer directly after the colon.**

Exercise 1.1: Societal Problem and Societal Categories

Your Total Score: \_\_\_\_\_ (Maximum: 10 points)

A. Define the term “societal problem” by quoting directly from the *Maxwell Manual*. (2 points)

Part A score: \_\_\_\_\_

- **Place quote:**

- *Deduct 2 points if the definition of societal problem” is not one of the following:*

“A societal problem exists when something is ‘wrong’ with some aspect of society” (Coplin, 2007, p. 2).

Or

“A societal problem is when some aspect of our society, or, as we will call it, ‘a societal condition,’ fails to meet one or more of the six goals” (Coplin, 2007, p. 4).

- *Deduct 1 point if the quote is not the full sentence or is not in the exact wording as above.*
- *Deduct 2 points from the exercise if there is no internal citation.*
- *Deduct 2 points from the References page if reference is missing.*

B. Choose **one** of the following societal categories: Crime, Education, Environment, Health, Housing, Jobs and Economic Development, or Poverty. Find, reference, and attach a newspaper article from a print or electronic source that discusses some aspect of the societal category. Attach the article behind the entire 1.1 exercise. In a paragraph of no more than 200 words, explain your interest in the societal category and quote one full and relevant sentence from the article. (8 points)

Part B score: \_\_\_\_\_

- **Write the societal category you choose, exactly as it is stated in the Part B directions:**

- *Deduct 1 point if societal category is not stated in the exact same wording as in the exercise and all points if the societal category bears no relationship to one of the seven.*
- *Do not deduct any points if the student writes a sentence as long as the societal category is stated correctly within the sentence.*

- **Write a paragraph of no more than 200 words explaining why you are interested in that societal category (including newspaper article quote). Start your answer on the next line.**

- *Deduct 3 points if a sentence is not quoted and does not relate directly to some aspect of the societal category.*
- *Deduct 1 point if the quotation is not a full sentence.*
- *Deduct up to 3 points using your judgment if it does not show general interest and is not clearly written. Give the student the benefit of the doubt here.*
- *Deduct 1 point if the paragraph is noticeably over 200 words.*
- *Deduct 3 points if the article is not a newspaper article.*
- *Deduct 3 points if the article is referenced but not attached.*
- *Deduct 2 points from the exercise if there is no internal citation.*
- *Deduct 2 points from the References page if reference is missing.*

Exercise 1.2: Identifying Public Policy

Your Total Score: \_\_\_\_\_ (Maximum: 20 points)

A. Define the term “public policy” by quoting directly from the *Maxwell Manual*. (2 points)

Part A score: \_\_\_\_\_

- **Place quote:**

- *Deduct 2 points if the following quote does not appear:*

- “A public policy is an actual or proposed government action intended to deal with a given societal problem” (Coplin, 2007, p. 6).

- *Deduct 1 point if the quote is not the full sentence or is not in the exact wording as above.*

- *Deduct 2 points from the exercise if there is no internal citation.*

- *Deduct 2 points from the References page if reference is missing.*

B. Describe and reference (using any print or electronic newspaper) a legislative, administrative, and judicial action that relates to some aspect of your societal category. Attach the first page of the article(s) used. Articles may be used more than once at any point during this module. If an article is used more than once, place it behind the entire exercise where it is first used. (9 points)

Part B score: \_\_\_\_\_

- *Deduct 3 points for each article that is referenced but not attached. Do not take off any points if the article is attached in the proper location for Exercise 1.1 and is reused in Exercise 1.2. The student should only attach the article once.*

- *See “Organization” for points regarding article labels, etc.*

- **Describe and reference a legislative action:**

- **Describe and reference an administrative action:**

- **Describe and reference a judicial action:**

- *Deduct 3 points (each) if action is not the right type (legislative, administrative, or judicial).*

- *Deduct 3 points (each) if action is stated and not described. If it is not described adequately, deduct 1-3 points based on how poorly it is described.*

- *Deduct up to 3 points (each) if action is not related to societal category.*

- *Deduct 3 points (each) if the article is not a newspaper article.*

- *Deduct 2 points (each) from the exercise if there is no internal citation.*
- *Deduct 2 points (each) from the References page if reference is missing.*

C. Describe and reference (using any print or electronic newspaper) a national, state, and local public policy that affects your societal category. Attach the first page of the article(s) following the directions from 1.2B. (9 points)

Part C score: \_\_\_\_\_

- *Deduct 3 points for each article that is referenced, but not attached. Do not take off any points if the article is attached in the proper location for Exercise 1.1 and is reused in Exercise 1.2. The student should only attach the article once.*
- *See “Organization” for points regarding article labels, etc.*

- **Describe and reference a national (federal) public policy:**
- **Describe and reference a state public policy (indicate which state):**
- **Describe and reference a local public policy (indicate which local government):**

- *Deduct all 3 points (each) if policy is not the right type (national, state, or local).*
- *Deduct 3 points (each) if policy is not related to societal category.*
- *Deduct 3 points (each) if policy is stated and not described. If it is not described adequately, deduct 1-3 points based on how poorly it is described.*
- *Deduct 3 points (each) if the article is not a newspaper article.*
- *Deduct 2 points for each missing internal citation.*
- *Deduct 2 points from the References page if reference is missing.*

Exercise 1.3: Identifying Players and Stakeholders

Your Total Score: \_\_\_\_\_ (Maximum: 17 points)

A. State the major difference between a “player” and a “stakeholder” by quoting directly from *How You Can Help* or the *Maxwell Manual*. (4 points)

Part A score \_\_\_\_\_

○ **Place quote:**

○ *Deduct 2 points if the following does not appear:*

“Players are individuals and groups who have power over the policies of an organization. Stakeholders are individuals and groups who are affected by the activities of the organization and therefore have a stake in them” (Coplin, 2000, p. 202).

OR

"All players are stakeholders because they are affected by public policies. Players have a stake in the policies that are made by their organizations, because these policies can affect their power. However, not all stakeholders are players. Stakeholders do not have power over the policies that are made by organizations. (Coplin, 2007, p. 7).

○ *Take off 3 points if quote is not an attempt at one of these two.*

○ *Deduct 2 points if not exactly as stated above.*

○ *Deduct 2 points from the exercise if there is no internal citation.*

○ *Deduct 2 points from the References Page if reference is missing.*

B. Choose one of the policies you described in Exercise 1.2B or C and restate it below. Identify three different and distinct players that may be directly influencing the policy. The player must be an individual, not a group, and does not have to be mentioned in the article you used. Write a one sentence justification explaining what makes each of them a player. No source is needed for this exercise. (7 points)

Part B score \_\_\_\_\_

• **Restate the Policy from Exercise 1.2B or C:**

○ *Deduct 1 point if the policy is not restated correctly from one of the policies listed in 1.2B or C.*

**Player #1: Name:**  
**Title:**  
**Justification:**

**Player #2: Name:**  
**Title:**  
**Justification:**

**Player #3: Name:**  
**Title:**  
**Justification:**

- *Deduct 2 points for each incorrect player. The player is incorrect if they do not influence the stated policy or if they had influenced the stated policy but are not currently and actively trying to influence it. Check each player to make sure they are correct.*
- *If a policy is not stated, deduct 2 points for each player that obviously does not match the other(s).*
- *Deduct 1 point each if the student neglects to specify the player's title.*
- *When asked for a specific name, a GROUP of players is not accepted. If student names a group, deduct 2 points.*
- *Deduct 1 point each if the player is named correctly, but poorly justified.*
- *Deduct 1 point each if the justification is not in one sentence.*
- *If citation is not necessary but is included and is correct, do not deduct points. If the citation is wrong, deduct 1 point from writing. Follow this policy for all exercises that do not require citations.*

C. For the policy you stated in Part B, identify three different and distinct local stakeholders who are not players. Write a one sentence justification for each stakeholder stating why they are stakeholders and not players for the policy you have identified. Stakeholders do not have to be mentioned in the article you used. No source is needed for this exercise. (6 points)

Part C score \_\_\_\_\_

**Stakeholder #1:**  
**Justification:**

**Stakeholder #2:**  
**Justification:**

**Stakeholder #3:**  
**Justification:**

- *Deduct 1 point (each) if the policy is not the same as in Part B.*
- *Deduct 2 points for each incorrect stakeholder. Make sure that the stakeholders are not players.*

- *Deduct 1 point if the stakeholder is named correctly but poorly justified.*
  - *Deduct 1 point if the justification is not in one sentence.*
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Exercise 1.4: Identifying Players

Your Total Score: \_\_\_\_\_ (Maximum: 18 points)

A. Using *How You Can Help* or other sources from the “Research Guide” section of the 101 web site, find a public interest/lobby organization that seeks to influence governmental policy on your societal category, and identify a player within the organization. You may want to contact this player later in the course. No source is needed for this exercise. (4 points)

Part A score: \_\_\_\_\_

- **Write the exact name of the organization and its geographic location:**
  - *Deduct 1 point if the name of the organization is incorrect or is not a public interest/lobby group that seeks to influence the societal category.*
  - *Deduct 1 point if the location is missing or incorrect.*
- **Briefly describe one of the organization’s lobby goals:**
  - *Deduct 1 point if answer is missing or if goal is incorrect.*
- **Write the name and title of the player you could contact:**
  - *Deduct 1 point if the name is incorrect or missing.*
  - *Deduct 1 point if the title is incorrect or missing.*

B. Using *How You Can Help* or other sources from the “Research Guide” section of the 101 web site, find a nonprofit organization (other than a public interest group) that provides direct assistance or raises money to deal with the societal category you have chosen, and identify a player within the organization. You may want to contact this player later in the course. No source is needed for this exercise. (4 points)

Part B score: \_\_\_\_\_

- **Write the exact name of the organization and its geographic location:**
  - *Deduct 1 point if the name of the organization is missing, incorrect or is not a nonprofit organization that seeks to influence the societal category.*
  - *Deduct 1 point if the location is incorrect or missing.*
- **Write the name and title of the player you could contact:**
  - *Deduct 1 point if the name is incorrect or missing.*

- *Deduct 1 point if the title is incorrect or missing.*

- **Briefly describe a specific service provided to the organization's clients:**

- *Deduct one point if the answer is missing or if the service isn't specified.*

C. Identify a governmental departmental (administrative) office at either the federal, state, or local level that has a clear role in the societal category you are studying, and identify a player within the department. You may want to contact this player later in the course. No source is needed for this exercise. (5 points)

Part C score: \_\_\_\_

- **Write the exact title of the administrative office and its geographic location:**

- *Deduct 2 points if the title of the departmental office is incorrect or if it is not a department that has a role in the societal category.*

- **Write the name of the player in the department:**

- *Deduct 2 points if the name is incorrect or if the person is not a player.*

- **Write the e-mail address and phone number of the player:**

- *Deduct 1 point if the e-mail address is incorrect.*
- *Deduct 1 point if the phone number is incorrect.*

D. Identify an **elected** federal, state, or local government official who is a player in the societal category you are studying. You may want to contact this player later in the course. No source is needed for this exercise. (5 points)

Part D score: \_\_\_\_

- **Write the exact title of the elected office:**

- *Deduct 2 points if the title of the elected office is incorrect or if it is not an office that has a role in the societal category.*
- *Deduct 5 points if the official is not elected.*

**• Write the name of the elected official:**

- *Deduct 2 points if the name is incorrect.*

**• Write the e-mail address and phone number of the elected official:**

- *Deduct 1 point if the e-mail address is incorrect.*
- *Deduct 1 point if the phone number is not present.*
- *Deduct 1 point if there is no area code.*



### Exercise 1.5: References

Your Total Score: \_\_\_\_\_ (Maximum: 10 points)

- Prepare a list of references that includes all sources for this module.
  - Follow the APA format.
  - Include all sources used in the exercises.
  - **Start References page on the next line or on the next page.**
- *Deduct 2 points for each missing reference.*
  - *Deduct 1 point for each reference or formatting error, but do not take off points more than once for the same mistake.*
  - *The Associated Press is not an author (deduct 1 point if used).*
  - *Online newspapers should be cited as web sources including web address (deduct 1 point if not done correctly).*
  - *If any of the following are missing, one formatting error point should be deducted from the exercise:*
    - *The word “References” should be centered at the top of the References page, with no underline, quotes, etc.*
    - *The page should be double spaced.*
    - *The entries should be in alphabetical order.*
    - *The first line of each entry should begin at the left margin, and each successive line should be indented.*
  - *Any points, other than typos, come off the reference page score, not writing or organization.*

### Writing

You may deduct up to 10 points for writing errors. **Take 1 point off for each grammar/punctuation/spelling error and for each typo.** Missing quotation marks for an exercise that says “quote \_\_\_\_ here:” for example, counts as a writing error. Write “-1 WRT” in the exercise, and make a more detailed comment if necessary. On the cover sheet, make a note of the exercise in which the error occurred. Do not deduct points for general poor writing. If the same error is made repeatedly (ex: student continuously does not capitalize the same proper noun, such as New York State), only take off one point, and make a note all other times. Generally, though, you will take off one point for each writing error.

### Organization

You may deduct up to 5 points for poor organization. Write “-1 ORG” where the mistake occurred, and make a more detailed comment if necessary. On the cover sheet, make a note of the error. **Take 1 point off of each article that is not attached to the correct exercise, each entire article (more than just the first page) that is attached, each article that is not clearly labeled, and for anything that makes the paper messy or hard to grade:** missing page breaks, not stapled, sloppily attached articles, omitting part of the directions or a “Your Score \_\_\_\_\_,” etc. Do not take off points for incorrect bold formatting or number of spaces between parts of exercises, unless it makes the paper significantly more difficult for you to grade.

