

MODULE THREE
Grading Guidelines
Formatting and Grammar Grading Guidelines
Spring 2011

Only take points off for an error once. If the same error is repeated do not take off points a second time but note the error.

Grammar

Take off 1 writing, “WRT,” point for:

- Missing or misplaced period
- Spelling error
- Incorrect word, example: their or there
- Capitalization error
- An abbreviation that has not already been explained
- Possession mistakes
- Sentences that don’t make sense or are not complete
- Quotation mark within quotations (Incorrect Quotation within a quote)
- Misplaced or missing comma
- Incorrect use of numerals (spell out numbers under 10, “two”; use figures for 10 and above “16”)

Formatting

Take off 1 organization, “ORG,” point for:

- Missing page break
- Missing name or group number on cover page
- Ink lines from printer on pages
- Missing staple or butterfly clip
- Missing exercise number on articles
- Double spacing anywhere in module except for reference page
- Answers in the wrong place (ex: before part score or bulleted instruction)
- Loose articles attached to module (need to be stapled, taped or glued to a piece of paper and then attached)

Do not take off points for, but note:

- Missing indentation
- Inconsistent indentation
- Extra line spaces in text (unless it makes it difficult to read)

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.
- Blogs are NOT acceptable to use as newspaper articles.
- Articles must be printed directly from the webpage, not copied and pasted into a Word document. If documents are in Word format, take off a point from organization for each article that is in this format.
- Abbreviations for states are fine.
- 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).
- A student cannot have a negative score on any exercise. If there is a section where a student did in fact receive a negative score, mark all the points that should be taken off but only write a 0 for total score.
- Articles should include proof that they come from the appropriate database or newspaper.
- 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.** Do not write in scores on the cover sheet.

Internal Citations

- If there is something functionally wrong with the citation (e.g. the author, page number, or date is missing) take off one point per exercise in which the mistake was made.
- 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.
- If there is a grammatical mistake inside the internal citation (e.g. they miss a period after p for page, they put pp, or miss a space) the point is taken off WRITING.
- Need a paragraph number or a page number if not a printed newspaper.
- 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.

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. Only take off once for the same mistake, however still note the student’s mistake each time. For example, if a student forgets to put quotation marks each time, only take off one writing point, but still mark on the module each time the student makes the same mistake.** 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 because of ignorance (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 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. **Again, only take off once for the same mistake but note every other time. Also, only take off one ORG point for extra articles.**

PAF 101 EXERCISES: MODULE THREE BASED ON CHAPTERS 5 & 6

**** Adhere to the changes to Formatting & Grammar Guidelines, under the Module tab on the course website. Consider them to be part of the directions for this and all modules.**

Exercise 5.1: Describing the Societal Problem and its Geographic Location
Your Total Score: _____ (Maximum: 8 points)

A. Briefly state your societal problem and which local area of the country it applies to (i.e. town, city, county, school district). For this module, your geographic level must be local. (2 points)

Part A score: _____

State your societal problem here:

Deduct 20 points off the entire paper if the societal problem is very wrong. Then, grade the rest of the paper as if it is correct. For example, if the policy is just for Syracuse University, take off 20 points; or if the problem is not a societal problem.

Deduct 1 point if:

The societal problem is not stated by making a comment that something is too high or too low (or something similar)

Funding is NOT a societal problem.

Problems with policies do NOT make good societal problems. Ex. If a student doesn't like an aspect of No Child Left Behind, it does not make it all right for a societal problem.

Deduct 2 points if what's written isn't evidence.

State the specific geographic area you will be focusing on here:

Deduct 1 point if the area stated is incorrect. It must be local: a county, town, village, city, or school district. Note: Onondaga County is NOT a school district.

B. Clearly describe two of the most significant negative effects of the problem in no more than 2 sentences for each effect.

(6 points)

Part B score: _____

Describe the first negative effect here:

Describe the second negative effect here:

Deduct 3 points for each negative effect that is incorrect, unrealistic, or illogical, or if the two are redundant.

Deduct 2 points for each negative effect that is longer than two sentences.

Deduct up to 2 points each if the student does not clearly describe the effects.

Exercise 5.2: Providing Evidence of a Societal Problem within the County of your Choosing
Your Total Score: _____ (Maximum: 21 points)

Provide three different forms of clear and convincing evidence of the societal problem identified in Exercise 5.1. Specify the geographic locality that each piece of evidence is from, which should be the same locality as you identified in 5.1. If the evidence is from another geographic location,

clearly describe why the evidence could be applied to the specific locality you chose in Exercise 5.1

- Write up to 4 sentences describing each piece of evidence. (7 points each)
- Label graphs and tables. Make sure it conforms to p. 61, figure 5.2 of the *Maxwell Manual* - one point will be deducted for each format error.

○ For each piece of evidence:

Deduct 5 points if evidence is for a different geographic area as stated in 5.1 and no justification is given. Justification may include, but is not limited to stating the data showing that the problem exists in the State of New York is evidence that the problem likely exists in Onondaga County.

- *Deduct 7 points if the evidence provided is not relevant to the problem.*
- *Deduct 2 points for each missing internal citation. Deduct 1 from WRT if the internal citation is incorrect.*
- *Deduct 2 points from the References page for each missing reference. Each source for each piece of evidence must have a reference except for a personal communication (personal communication only appears internally).*
- *Deduct 2 points if what's written isn't evidence.*
 - *Types of evidence include:*
 1. *Statistics showing change over time*
 2. *Statistics comparing different localities or groups*
 3. *Views of experts*
 4. *Examples and case studies*
 5. *Information gathered through interviews*
- Deduct 2 points if any piece of evidence is provided but not clearly explained.*
- *Deduct 3 points if the student writes more than 4 sentences.*

A. Write up to 4 sentences providing evidence of your societal problem and support this evidence by including a trend line graph. **At least one point on the graph must be factual**, and the graph must contain a minimum of three data points. (Note: graph must be generated electronically and may not be hand drawn). (7 points)

Part A score: _____

- **Evidence described by graph:**

Insert Graph Here:

The graph must have a title, labeled axes, and a source listed. The format must follow the format in Figure 5.1 on page 59 of the Maxwell Manual.

Deduct 1 point for the following errors: no title (must state the years), axis is not labeled (-2 points if neither x nor y is labeled), no source, if there are gridlines, if there is background color on graph, if the estimated year is not labeled, if the graph is “boxed in”, if a legend is included.

Deduct 7 points if no points on the graph are factual.

If graph contains color do not deduct any points (unless it is background color).

Deduct 3 points if the student writes more than 4 sentences.

B. Write up to 4 sentences providing evidence based on a quote from a player, stakeholder, or expert you interviewed here (include the direct quote that supports the evidence). (7 points)

Part B score: _____

- **Evidence from a player, stakeholder, or expert:**

Deduct 7 points if this piece of evidence is not based on a quote from a player, stakeholder, or expert.

Deduct 3 points if:

The paragraph does not provide a direct quote from the player

Student writes more than 4 sentences

Deduct 2 points for a missing internal citation. Deduct 1 from WRT if the internal citation is incorrect.

C. Write up to 4 sentences providing evidence by citing a print or electronic source. (7 points)

Part C score: _____

- **Evidence from a print or electronic source:**

Deduct 7 points if:

The evidence is not based on a citation from a print or electronic source

It is not evidence

Deduct 1 point if there is no justification.

Deduct 3 points if the student writes more than 4 sentences.

Deduct 2 points for a missing internal citation. Deduct 1 from WRT if the internal citation is incorrect.

Deduct 2 points from the References page for a missing reference.

Exercise 5.3: Identifying Underlying Causes of the Problem

Your Total Score: _____ (Maximum: 12 points)

Describe and provide sources for the four most significant causes that contribute to the existence of the societal problem which you are studying. (NOTE: the causes and sources used can be general & not specific to the local area.) The causes should not overlap or be redundant.

One source may be used for several or all of the causes, and at least one of the four must be based on a quote from a player, stakeholder, or expert you have interviewed (7 points will be deducted if you do not do this).

3 points will be deducted if a major cause is not discussed and full credit will be assigned only if reasonable causes are included and the discussion is clearly and precisely written.

Deduct 7 points if a player, stakeholder, or expert is not one of the sources.

Deduct 3 points if:

Cause listed is incorrect

Obvious cause is omitted (for instance, if their problem is crime and they don't list drugs as a cause)

Deduct 2-3 points if cause listed is trivial, or if a significant cause was omitted, depending on how significant the cause is. Do not take off points because you can think of another cause left out, unless it is a major one. Do not simply say, "I'm sure you can think of better causes."

Deduct 2 points if cause is stated but not clearly explained.

Deduct 4 points if two causes are the same or close to the same.

- **Write and briefly describe the first cause here:**
- **Write and briefly describe the second cause here:**
- **Write and briefly describe the third cause here:**
- **Write and briefly describe the fourth cause here:**

Deduct 2 points for each missing internal citation. Deduct 1 from WRT if the internal citation is incorrect.

Deduct 2 points from the References page for each missing reference. Each source for each piece of evidence must have a reference except for a personal communication (personal communication only appears internally).

Exercise 5.4: Describing the Current Policy

Your Total Score: _____ (Maximum: 8 points)

A. Describe one current policy now in effect in the locality you specified in 5.1 to remedy the problem described in 5.1. The policy can originate at a local, state, or national level but must be operating in all or part of the locality you have chosen. Be clear where it originates. (2 points)

Part A score: _____

• **Describe the policy here:**

- *Deduct 2 points if policy would **absolutely not** remedy the problem*
- *Deduct 2 points if policy is not currently in effect in all or part of Onondaga County or their geographic location.*
- *Deduct 1 point if:*
 - *The policy is stated and not described, or if it is not described clearly*
 - *Student is incorrect about the level of government*

• **Write the specific geographic location the policy originated in here:**

Deduct 1 point if the area stated is incorrect.

B. Identify the local administrative unit primarily responsible for implementing the policy. (2 points)

Part B score: _____

Identify the local administrative unit here:

Deduct 1 point if the administrative unit is incorrect.

Deduct 2 points if the unit listed is not an administrative unit.

State the geographic location over which the administrative unit has the authority to act:

Deduct 1 point if the geographic location is incorrect.

C. Identify the legislative body that is the original source of this policy. (2 points)

Part C score: _____

Identify the legislative body here:

- *Deduct 1 point if the legislative body is incorrect.*
- *Deduct 2 points if the unit listed is not a legislative body.*

State the geographic location over which the legislative body has the authority to act:

- *Deduct 1 point if the geographic location is incorrect.*

D. Describe how a court at any level (local, state, federal) could be involved in the application of the policy. (2 points)

Part D score: _____

- **Describe how a court could be involved here:**

- *Deduct 1 point if student's description of court involvement is incorrect.*
- *Deduct 2 points if:*
 - *The student says there is no court involvement ONLY if you can think of a specific way the courts CAN be involved*
 - *The student's description does not deal with the judicial branch of government (at any level)*

- **State the geographic jurisdiction of the court(s):**

Deduct 1 point if the geographic location of the court's jurisdiction is incorrect.

Exercise 5.5: Describing the Role of Business and Non-Profit Organizations

Your Total Score: _____ (Maximum: 6 points)

A. Identify a business corporation and describe an action it takes to reduce the societal problem you are studying at any geographic level, not necessarily your chosen locality. (3 points)

Part A score: _____

- **Write the name and location of the corporate headquarters of the business here:**
- **In one sentence, indicate the action this corporation takes to reduce the societal problem by quoting a statement either from the company itself or another source here:**

Deduct 3 points if anything in Part A is incorrect (ex. Business stated is actually a non-profit), except for the internal citation.

The location only needs the city and state, it does not need to include the street address. Do not penalize if student only includes city and state.

Deduct 2 points if:

No quote is included

There is no internal citation

Deduct 1 point if:

If the quote is more than one sentence

The internal citation is incorrect (deduct from WRT)

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

B. Identify a non-profit organization and describe an action it takes to reduce the societal problem you are studying at any geographic level, not necessarily your chosen locality. (3 points)

Part B score: _____

- **Write the name and location of the local or national headquarters of the non-profit organization here:**
- **In one sentence, describe the action the organization takes to reduce the societal problem by quoting a statement either from the organization or another source here:**

Deduct 3 points if anything in Part B is incorrect (ex. Non-profit stated is actually a business), except for the internal citation.

The location only needs the city and state, it does not need to include the street address. Do not penalize if student only includes city and state.

Deduct 2 points if:

No quote is included

There is no internal citation

Deduct 1 point if:

If the quote is more than one sentence

- *The internal citation is incorrect (deduct from WRT)*

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

Exercise 5.6: Examining the News Media's Discussion of Societal Problems

Your Total Score: _____ (Maximum: 6 points)

Select and evaluate an editorial, op-ed, or letter to the editor from any newspaper published within the past six months that discusses your societal problem at any governmental level or location. Do not summarize the article. Attach a copy of the entire article directly behind this exercise.

- **Evaluate how well the author presents the “societal problem,” “evidence of the problem,” and “causes of the problem,” and quote at least one sentence or part of it from the article here:**

- *Deduct 5 points if the student only summarizes the article and does not evaluate how well the author presents the problem.*
 - *Deduct up to 5 points for a poor response that fails to evaluate the definition, evidence, and causes of the problem.*
 - *Deduct 1 point if the evaluation does not include a quote from the article.*
 - *Deduct 2 points from the exercise if there is no internal citation.*
 - *Deduct 1 point from writing if the internal citation is incorrect.*
 - *Deduct 2 points from the References page if the reference is missing.*
- Deduct 6 points for the following reasons:*

No article is attached.

Only the first page of the article is attached or the article was not attached in its entirety.

The article is not an editorial, op-ed, or letter to the editor.

The article was not published within the last six months.

- *Deduct 1 organization point if the article is not clearly labeled.*

Exercise 6.1: Evaluating the Grading Exercise and Increasing Learning

Your Total Score: _____ (Maximum: 6 points)

Identify and justify in one sentence which of the three grading options would be most **feasible** in future PAF 101 classes. In another sentence, identify and justify which of the three grading options you think would be most **effective** in promoting learning in future PAF 101 classes. You must choose between the traditional, conservative, or socialist grading options or you will receive no points for this exercise.

- **Write one sentence for which option would be most feasible here:**

- *Deduct 3 points if:*
 - *The sentence does not deal with feasibility*
 - *Student did not choose one of the three options listed*
- *Deduct up to 2 points for a weak justification, depending on how poor it is.*
- *Deduct 1 point if answer is more than one sentence.*

- **Write one sentence for which alternative you think would be most effective here:**

- *Deduct 3 points if:*
 - *The sentence does not deal with effectiveness*
 - *The student did not choose one of the three options listed*
- *Deduct up to 2 points for a weak justification, depending on how poor it is.*
- *Deduct 1 point if answer is more than one sentence.*

Exercise 6.2: Finding Legislation on Your Topic

Your Total Score: _____ (Maximum: 10 points)

A. Using the Congressional Information Service (CIS Index) reference material or the web address, <http://thomas.loc.gov>, find a piece of federal legislation related to your topic area (not necessarily your proposed policy). Attach a copy of the first page of the legislation. (5 points)

Part A score: _____

- *Deduct 5 points if first page is not attached.*
- *Deduct 1 organization point if the article is not clearly labeled.*
- *Deduct 5 points if legislation is not federal.*

Record the full search statement you used here:

- *Deduct 2 points if search statement is completely irrelevant or obviously wrong.*

Write one complete sentence on how the bill is related to your topic here:

- *Deduct 1-3 points if the sentence does not show how the bill is related to the societal problem, depending on how poor the sentence is.*
- *Deduct 3 points if answer is not in one complete sentence.*

B. Using the New York State web address (www.state.ny.us) or the New York State Assembly or Senate home pages (<http://assembly.state.ny.us> or <http://senate.state.ny.us>), find a piece of legislation related to your topic area (not necessarily your proposed policy). Attach a copy of the first page of the legislation. (5 points)

Part B score: _____

- *Deduct 5 points if first page is not attached.*
- *Deduct 1 organization point if the article is not clearly labeled.*
- *Deduct 5 points if legislation is not from New York State or from a different state then the rest of their module.*

Record the full search statement you used here:

- *Deduct 2 points if search statement is completely irrelevant or obviously wrong.*

Write one complete sentence on how the bill is related to your societal problem here:

- *Deduct 1-3 points if the sentence does not show how the bill is related to the societal problem, depending on how poor the sentence is.*
- *Deduct 3 points if answer is not in one complete sentence.*

Exercise 6.3: Developing Public Policy Alternatives

Your Total Score: _____ (18 Maximum: points)

A. Clearly state your proposed public policy (6 points)

- **State the federal, state or local proposed policy that impacts your local area and the government agency responsible for implementation here:**

- Deduct up to 5 points if the government action and the agency enacting it is unclear

- **Indicate if your proposal is an existing policy at another location here. If yes, state where here:**
- **Indicate if your proposal is an extension of an existing policy for the government agency here: If yes, state the current policy and how your proposal would expand it here:**
- **Indicate if your proposal is currently being pushed for by a specific interest group or politician? If yes, indicate what group or politician here:**

B. Discuss why you think your policy would be more effective than the existing policy and what other policy alternatives you considered. (6 points)

- **Write why your policy would or would not be more effective than the existing policy in no more than 3 sentences:**
 - *Deduct up to 3 points if the explanation is not clear about how effective the policy would be and comparing it to the existing policy.*
- **Identify and discuss what other policies you considered and why you rejected them in no more than 3 sentences here:**

C. Discuss how feasible you think your policy would be. (6 points)

- **Clearly indicate whether or not the policy would be approved in the next two years:**
 - Deduct up to 6 points if no clear prediction is made
- **Justify your prediction in no more than 3 sentences here:**
 - *Deduct up to 3 points if at least one major player who supports the policy and one major player who opposes the policy is not discussed.*

6.4 Resources Used for Policy Proposal

Your Total Score: _____ (Maximum: 15 points)

A. Discuss the three most important written sources you consulted in searching for you policy and give full citations. Provide a one sentence description of the sources usefulness: (6 points)

- **Identify and discuss the usefulness of first source here:**
- **Identify and discuss the usefulness of second source here:**

- **List and discuss the usefulness of third source here:**

○ *Deduct 2 points for each source missing or poorly cited and explained*

B. Identify two individuals (stakeholder, player or expert) you talked with who helped you come up with you policy. Indicate whether they gave you the idea or helped you think of a policy proposal and how they reacted to your idea in no more than 3 sentences. (9 points)

- **Provide the full name of the first individual, why the individual was a good source and how the individual help you developed your policy idea here:**
- **Provide the full name of the second source, why the individual was a good source and how the individual helped you developed your policy idea here:**

- *Deduct up to 5 points if the full name of the individual is not given.*
- *Deduct up to 5 points if no explanation of why the individual was a good source.*
- *Deduct up to 5 points if unclear about how the individual helped in developing a policy*

Exercise 6.5: 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 on the next line or on the next page:

- *Deduct 2 points for each missing reference. References needed for exercises 5.2, 5.3, 5.5, 5.6, and 6.4.*
- *Deduct 2 points if personal communication is listed as a source on the reference page. Only deduct once if personal communications are listed multiple times.*
- *Deduct 1 point for each reference error, but do not take off points more than once for the same mistake.*
- *Deduct 1 point for each format error, but do not take off points more than once for the same mistake.*
- *If any of the following are missing, one formatting error point should be deducted:*
 - *The word “References” should be centered at the top of the References page, with no underline, bolded, quotation marks, 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.*