



Journal Guidelines and Rubric (Undergraduate)

Journals are private and between you and the instructor only. Approach these activities as (a) an opportunity to reflect upon and apply what you learn each week based on the assigned readings, discussions, and activities, and (b) an opportunity to share your knowledge and expertise based on your educational and professional experiences in the past. As a successful professional, you will need good reflective and writing skills. Journal activities offer you the opportunity to further develop these skills.

Guidelines for Submission: Submit journal assignments as Word documents with double spacing, 12-point Times New Roman font, and one-inch margins.

| Critical Elements | Exemplary (100%) | Proficient (85%) | Needs Improvement (55%) | Not Evident (0%) | Value |
|---|---|---|--|---|-------------|
| Critical Thinking and Reflection | Journal supports claims with relevant examples of personal experience, previous learning, or logical thought process | Journal supports claims with mostly relevant examples of personal experience, previous learning, or logical thought process | Journal supports claims with somewhat relevant personal experience, previous learning, or logical thought process | Journal does not support claims with reflection on relevant personal examples | 25 |
| Integration and Application | Journal shows excellent depth of knowledge of the module content and exhibits careful consideration of the topic | Journal shows good depth of knowledge of the module content and demonstrates that the student has read the module content | Journal shows limited depth of knowledge, indicating the student may have reviewed the module content but needs to explore further | Journal does not address the prompt and reflects that the student has not read the module content | 25 |
| Voice | Journal is written in a style that is appealing and appropriate for the intended audience, and a consistent voice is evident throughout | Journal is written in a style that is generally appropriate for the intended audience, and an attempt is made to use a consistent voice | Journal is written in a style that considers the audience, but the author's voice is not consistent and is difficult to identify | Journal does not attempt to use a style that considers audience, and there is no evidence of author voice | 25 |
| Writing | Journal is free of errors in organization and grammar | Journal is mostly free of errors of organization and grammar; errors are marginal and rarely interrupt the flow | Journal contains errors of organization and grammar, but errors are limited enough so that journal can be understood | Journal contains errors of organization and grammar making the journal difficult to understand | 25 |
| Total | | | | | 100% |