



### OL 668 Journal Guidelines and Rubric

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. The journal assignments in this course are graded separately.

**Guidelines for Submission:** Submit assignment as a Word document with double spacing, 12-point Times New Roman font, and one-inch margins. Your journal assignment should be 3–4 paragraphs in length.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
<b>Critical Thinking and Reflection</b>	Assignment supports claims with relevant examples of personal experience, previous learning, or logical thought process	Assignment supports claims with mostly relevant examples of personal experience, previous learning, or logical thought process	Assignment supports claims with somewhat relevant personal experience, previous learning, or logical thought process	Assignment does not support claims with reflection on relevant personal examples	25
<b>Integration and Application</b>	Assignment shows excellent depth of knowledge of the module content and exhibits careful consideration of the topic	Assignment shows good depth of knowledge of the module content and demonstrates that the student has read the module content	Assignment shows limited depth of knowledge, indicating the student may have reviewed the module content but needs to explore further	Assignment does not address the prompt and reflects that the student has not read the module content	25
<b>Voice</b>	Assignment is written in a style that is appealing and appropriate for the intended audience, and a consistent voice is evident throughout	Assignment is written in a style that is generally appropriate for the intended audience, and an attempt is made to use a consistent voice	Assignment is written in a style that considers the audience, but the author's voice is not consistent and is difficult to identify	Assignment does not attempt to use a style that considers audience, and there is no evidence of author voice	25
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	25
<b>Total</b>					<b>100%</b>