RUBRIC

MS-611 Paper: Written Report & Presentation Requirements

Subject	WEIGHT	MAXIMUM POINTS
FONT, SPACING & FOOTER :Times New Roman, 12 point font, double spaced, 1 inch margins. **Footer:** Your name and page numbers	5%	5
CONTENT: 20 pages of content from Introduction to Conclusion. *This excludes Title Page, Table of Content, Appendix. References.*	25%	25
CITATIONS: Need 12 different in-text Citations from 12 different sources. *In-text Citations and Reference page should be in proper APA style format*	50%	50
"Quotes can have the citations at the end of the sentence" (Last Name, Year). Or Last Name (Year) states, "Quotes can have the citations at the beginning of the sentence." See APA Style Reference Guide for information on how to do Reference page. When quoting a source, you should do the following (sandwich method): Start your paragraph with two sentences of your own words. These sentences should explain what you are talking about. "Only one sentence quote with some important fact or data" (Last Name, Year). Then three sentences of your own explaining the quote. These sentences should highlight how the quote is relevant to your paper topic. This will help tie in the quote to your recommendation and keep your citation rate low.		
Section LENGTH Requirements (at least): Abstract 1/4 page, Introduction 1 page, Define Problem 2 pages, Body 13 pages, Case Study 1 page, Recommendation 2 pages, Conclusion 1 page	5%	5
PRESENTATION: All students taking the MS611-Project are required to create a 20-minute presentation and present it to a goup of their peers and faclty, as part of their grade in this course. The Rubric includes the following presentation highlights: CONTENT, CLEARITY, PROPER APA CITATION, and KNOWLEDGE OF THE SUBJECT MATTER.,	15%	15
SPECIAL INSTRUCTIONS: for written report **• No bullet points, no numbered lists, no lists. Everything has to be in paragraphs in coherent sentences. All charts and graphs should be in the Appendix section, not in the body of the paper.** **• Paper should have a one page case study explaining a company that has adopted what you are talking about and has seen successful results.**		
TOTAL	100%	100

ACTUAL
POINTS
AWARDED

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