

## ***SUMMARY PAPER (GRADING RUBRIC)***

### **MGT 360**

<b><i>Content and Development</i></b>	<b><i>(60 Points) Comments</i></b>
<p>The following elements of the assignment are covered in a substantive way.</p> <ul style="list-style-type: none"> <li>• Compared and contrasted the concepts of management and leadership. Provided examples to highlight the similarities and differences between effective management and effective leadership. Clearly delineated how management impacts leadership.</li> <li>• Considered charismatic, transformational, authentic perspectives on leadership. Correlated how these leadership perspectives impact management principles. Used specific examples to document your viewpoint.</li> <li>• 5-7 pages</li> </ul>	
<ul style="list-style-type: none"> <li>• Evaluated yourself as a manager and discuss both your strengths and weaknesses.</li> <li>• Reflected on the readings and materials presented and highlight examples.</li> <li>• Addressed your future goals as a manager and the strategies to employ to reach these goals.</li> </ul>	
The paper develops a central theme or idea directed toward the appropriate audience.	
Statements are stated clearly; supported by specific details, examples, or analysis	
The introduction provides sufficient background on topic and includes a thesis statement. Summary conclusion of major points present.	
<b><i>Readability and Style</i></b>	<b><i>(20 Points) Comments</i></b>
The tone is appropriate to the content and assignment.	
Sentences are complete, clear, and concise.	
Sentences are well constructed, strong, and varied.	
Sentence transitions are present and maintain the flow of thought.	
<b><i>Mechanics</i></b>	<b><i>(20 Points) Comments</i></b>
The paper is laid out with effective use of headings, font styles, and white space.	
Proper use of grammar, punctuation, and spelling	
APA formatted title page, in-text citations, and reference page present.	
<b><i>Total</i></b>	<b><i>(100 Points)</i></b>