

**Institutional Learning Outcome Assessment Criteria
Rubric Coding Master:
UNDERGRADUATE**

Written Communication – UG			
Performance Criteria	Code	Identifier	Description
U-WC-ILO1: Organize ideas logically	U-WC1	Communication Logic	Ideas are arranged logically to support the topic.
	U-WC2	Communication Flow	Ideas flow smoothly from one to another and are clearly linked to each other.
U-WC-ILO2: Select tone, word choice, and style of communication appropriate for the intended audience	U-WC3	Audience-appropriate Tone and Style	The tone and style are consistently professional and appropriate for the audience and purpose.
	U-WC4	Audience-appropriate Word Usage	Word choice and usage is accurately gauged and appropriate for the intended audience and purpose.
	U-WC5	Vocabulary Usage	Vocabulary is robust and demonstrates a clear understanding of concepts.
U-WC-ILO3: Structure sentences and paragraphs using correct language, grammar, spelling, and punctuation	U-WC6	Writing Mechanics	Few, if any, errors in grammar, spelling, and word usage.
	U-WC7	Sentence Mechanics	Sentences are well-written and use correct punctuation, capitalization, and structure.
	U-WC8	Paragraph Mechanics	Paragraphs are clearly focused and organized around a central theme.
U-WC-ILO4: Provide proper references for source materials	U-WC9	Source Quality	Supporting evidence has been collected from high quality sources.
	U-WC10	Attribution Formatting	Supporting evidence is properly formatted in the document.
U-WC-ILO5: Produce clear and concise documents	U-WC11	Document Clarity	Document produced is clear and concise.
	U-WC12	Readability	Reader can easily follow the author’s logic, supporting evidence, and conclusions(s).