

OPTIONAL: SUPERINTENDENT: Intern's Writing Skills (CI 6388 Project)

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Levels	UNACCEPTABLE	DEVELOPING	ACCEPTABLE	PROFICIENT	Score/Le
Criteria INSTRUCTIONS: Use the intern's project assignment as the source for assessing writing competency.					
WRITING CONTENT	The content lacks a clear point of view and logical sequence of information and is not related to the elements of the assigned task.	The content is vague in conveying a point of view and does not create a sense of purpose related to the elements of the assigned task.	The content reflects a fairly logical progression of ideas approaching the major elements of the assigned task or topic.	The content is written clearly and concisely, with a very logical progression of ideas directly related toward all elements of the assigned task.	
WRITING PROFESSIONALISM	Includes no correctly used language or terms from the textbook and/or appropriate other resources.	Includes only a few correctly used terms from the textbook and/or other appropriate resources.	Information included reflects supportive use of language and terms from the textbook and/or other appropriate resources.	Includes abundant supporting information that is accurate and reflects language and terms used correctly from the textbook and/or other appropriate resources.	
WRITING MECHANICS	Errors in spelling, capitalization, punctuation, usage, and grammar repeatedly distract the reader and major editing and revision is needed. The assignment, when appropriate, follows few or none of the Publication Manual of the American Psychological	Spelling, punctuation, and grammar errors are somewhat distracting or impair readability. The assignment, when appropriate, follows only some of the Publication Manual of the American	The assignment is clearly written with little or no editing required for grammar, punctuation, and spelling. When appropriate, follows almost all Publication Manual of the American Psychological	The assignment is written with no errors in grammar, capitalization, punctuation, and spelling. When appropriate, follows all Publication Manual of the American Psychological Association	