

WURZWEILER SCHOOL OF SOCIAL WORK: GUIDELINES FOR GRADING

- A. **Double Space**
- B. 1-inch margin top, bottom & sides. **Number Pages**
- C. **12 point** readable type
- D. **APA #6** citation style
- E. APA style for direct quotes whether block quotes or quotes within the body of the paper
- F. Separate cover page including title of paper, student's name, professor's name, date of submission & course name & number . . . **"cover sheet" with identifying info should be your last page.**
- G. Paper should be stapled in top left corner – no plastic sheets or fancy covers please

All Papers will be graded anonymously to minimize subjective bias – late papers lose points for each day late

Content

A. **Responsive to Assignment**

Read the assignment carefully and be sure you have responded to the instructions, answered all the questions, and kept to the topic at hand.

Quality of the document as whole

The paper's form, length, substance, and orderliness are keeping with scholarly requirements. Ideas are presented logically and in a well-ordered manner, and reflect original, careful thought and judgment. This includes responding to the assignment.

(25%)

B. **Demonstrate mastery of class work**

Integrate concepts and facts from class work and readings into your paper. Show the professor that you have been listening, taking notes and doing the reading.

Clarity and organization

The organization of the paper should be obvious to the reader. Edit your work carefully. The student is expected to have mastered issues of spelling, grammar, and syntax. Language should be clear and simple. Do not use a word if you are not absolutely sure of its meaning. Avoid "Agency Speak," the stilted language that you use at work.

(20%)

C. **Ability to identify central issues and demonstrate critical thinking**

The paper goes beyond a summary of everything you have learned, read, or researched. It identifies your ability to sift through information about a problem or theme in order to locate, focus on and analyze central issues that are important to you. (20%).

D. **Use references properly**

References should be recent unless they refer to classic works (e.g. Freud, Erikson, etc.) Provide a reference every time you quote a written document or an idea that is not your own.

Limit the length of your quotes to a single sentence! Paraphrase unless the original writing is so splendid it cannot be improved upon. (10%)

E. **Ability to support central issues with data**

The paper must be supported with credible and current data to support your central issues and themes (15%)

F. **Awareness of bias and ability to draw warranted conclusions**

You are careful not to state as proven or as fact that which has only been assumed. You draw conclusions derived from facts and credible documentation. Speculation is identified. You demonstrate that you have looked at the assignment from many relevant perspectives. (10%)

Remember, unless you have arranged otherwise with your professor, late papers will be graded down.

Grade values are as follows:

A = 94-100	B- = 80-82
A- = 90-93	C+ = 75-79
B+ = 87=89	C = 70-74
B = 83-86	F = below 70

