

## Leadership Essentials Journal Rubric

**Journals make up 30% of your overall grade.  
Journals are graded based on a 100-point rating scale.**

Category ↓	Bull's Eye!	On Target!	Getting Close!	Missed the Mark	Points Earned
<b>Timely Submission</b>  (20 points possible)	Submitted assignment by deadline  (20 points)	Submitted assignment, but up to 6 hours late  (15 points)	Submitted assignment, but 6-12 hours late  (10 points)	Submitted assignment 13-24 hours or more late  (0-5 points)	
<b>Content</b>  (25 points possible)	All required topics are included and covered thoroughly and in a relevant way, including several key insights.  (20-25 points)	All required topics are included. Most are covered in a thorough and relevant way, with some key insights.  (15-19 points)	Includes some of the required topics, but thoroughness and relevance is lacking.  (10-14 points)	The content is missing several topics or is lacking in substance.  (0-9 points)	
<b>SMART Goal</b>  (25 points possible)	Meets all SMART Goal criteria (Specific, Measurable, Attainable, Realistic, Timely)  (20-25 points)	Meets 4-5 of the SMART Goal criteria, but could be strengthened.  (15-19 points)	Meets at least 3 of the SMART Goal criteria. The goal needs to be strengthened.  (10-14 points)	Fails to meet the criteria of being a SMART Goal.  (0-9 points)	
<b>References</b>  (15 points possible)	Three or more references from course content or other resources are included and cited within the journal.  (12-15 points)	At least two references from course content or other resources are included and cited within the journal.  (8-11 points)	At least one reference from course content or another resource is included and cited within the journal.  (4-7 points)	No references are included and/or cited.  (0-3 points)	
<b>Mechanics</b>  (15 points possible)	Ideas are logical and clearly connected. The entry is free of grammar and spelling errors. The entry length meets specified requirements.  (12-15 points)	Ideas are usually clear and logical. The entry contains only a few minor grammatical or spelling errors.  (8-11 points)	Ideas are sometimes hard to understand. The entry may contain grammar and spelling errors that distract from the content.  (4-7 points)	Ideas are not logically organized, or may have multiple spelling or grammar errors. The journal does not include the specified number of words.  (0-3 points)	