**Argumentative Packet Submission Form**

**Packet due at beginning of class on Thursday, May 29**

**You must submit hard copies of all the following documents for assessment**

**Your name should be on everything**

**Your packet should be bound with a paperclip, butterfly clip, or staple (if it’s thin enough for this to be effective). NO folders/binders will be accepted.**

* Submission Form
* Grading Rubric
* First draft
* Second Draft **with** teacher comments
* Writing Frame Form (revised for Final Draft)
* Final Draft of the following:
  + Formal Argumentative Letter
  + Citation Page
  + Charts/Graphs/visual data (each with a full citation)
  + References Page
* Course Goals Reflection Journal

**Argumentative Packet Grading Rubric**

**300 Total Possible Points**

**Process**

In this area you will be assessed on:

* Quality of drafting process
* Ability to incorporate feedback into your revisions
* Appearance of your submitted Packet—is your name on everything? Did you include all requested documents? Did your refrain from including documents that were not requested? Was your packed submitted in a neat, bound, professional form?

**Attention to Writing Situation**

In this area you will be assessed on:

* Quality of responses on your Writing Frame Form
* If you have a clearly stated audience, genre, and purpose
* How well your writing conforms to the expectations of the Writing Situation for which you are composing the piece including elements such as:
  + Appropriate layout/design for forum
  + Appropriate word/language choices for the writing situation
  + Appropriate grammar and mechanics for the writing situation
  + Appropriate length for the genre
  + Appropriate detail/support for your ideas as demanded by the genre
  + Appropriate tone/approach for your audience

**Quality of Argument in Overall Packet**

In this area you will be assessed on:

* The clarity of your argumentative purpose/thesis in your Cover Letter
* The quality of body paragraphs in Cover Letter—do they focus on one idea? Are they well developed? Do they have topic sentences?
* The quality of the support/evidence/detail included in your Cover Letter to support your purpose/claims
* Quality of visual data provided in your packet
* Effectiveness of visual data provided in your packet in supporting the thesis in your Cover Letter
* Effectiveness of data on References Page in supporting the thesis in your Cover Letter

**Research**

In this area you will be assessed on:

* Quantity of sources you found/employed in Cover Letter
* Quality of sources you found/employed in Cover Letter
* How well you integrated research into your Final Draft of Cover Letter
* Quantity of References you contacted/employed on your References Page
* Quality of References you contacted/employed on your References Page
* Quantity of Visual Data you provided in your packet
* Quality of Visual Data you provided in your packet

**Citations**

In this area you will be assessed on:

* Quality and accuracy of your citations
  + Are end citations correctly formatted?
  + Are end citations in correct order?
  + Are end citations correctly punctuated?
  + Do end citations contain all necessary information?
  + Is end citation page correctly titled?
  + Are in-text citations formatted and included appropriately in your Cover Letter and on your Visual Data

**Quality of Final Draft of Packet**

In this area you will be assessed on:

* How well your final draft meets the expectations of the writing assignment for this project as listed in Argumentative Packet Assignment
  + Do you have an effective argumentative Cover Letter?
  + Do you provide effective references on your References Page?
  + Do you explain how changing the practice, policy, law would affect your references?
  + Do you include Visual Data in your packet that helps support your thesis?
* Quality of overall writing including:
  + grammar/mechanics
  + Word choice
  + Clearly state thesis in Cover Letter
  + organization/cohesion
  + development
  + layout/design
  + overall proofreading/editing/polishing

**Quality of Course Goals Reflection Journal**

In this area you will be assessed on:

* Willingness and ability to consider your engagement with the Course Goals in this project
* How well you support the claims about your engagement with the Course Goals in this project