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| Categories and *Criteria or achievement goals* | Level 1  50 to 59% | Level 2  60 to 69% | Level 3  70 to 79% | Level 4  80 to 100% |
| Knowledge/ Understanding  There is clear evidence of student understanding and utilization of the course concepts. | • Limited evidence was exhibited by the student in this area. | • Some degree of evidence was exhibited by the student in this area. | • A considerable degree of evidence was exhibited by the student in this area. | • A high degree of evidence was exhibited by the student in this area. |
| Thinking/Inquiry  There is clear evidence of creativity and critical thinking, and concepts are related to the real world. If required, research was conducted with skill. | • Limited evidence was exhibited by the student in this area. | • Some degree of evidence was exhibited by the student in this area. | • A considerable degree of evidence was exhibited by the student in this area. | • A high degree of evidence was exhibited by the student in this area. |
| Communication  There is clear and effective language usage. The visual organization is also professional and easy to interpret. | • Limited evidence was exhibited by the student in this area. | • Some degree of evidence was exhibited by the student in this area. | • A considerable degree of evidence was exhibited by the student in this area. | • A high degree of evidence was exhibited by the student in this area. |
| Application  The assignment bears evidence of a clear ability to apply oneself with effort and dedication, use time wisely, follow instructions, and complete all aspects of a task in a manner befitting an employee in an actual business environment. | • Limited evidence was exhibited by the student in this area. | • Some degree of evidence was exhibited by the student in this area. | • A considerable degree of evidence was exhibited by the student in this area. | • A high degree of evidence was exhibited by the student in this area. |

# Comments/Suggestions: