

# Holistic Scoring

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# Holistic Scoring

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A rubric:

- Is a scoring tool used to assess a student's performance.
- Describes standard criteria used for evaluation.
- Makes grading more transparent when assessing complex and subjective work.
- Enhances self-evaluation, reflection and peer review.

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- The Management 306 Holistic Scoring Guide is the course rubric.
- All work is graded according to the Management 306 Holistic Scoring Guide.

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The Management 306 Holistic Scoring Guide rates work from 6 to 2:

- 6 – Superior Professional
- 5 – Professional
- 4 – Adequate
- 3 – Unsatisfactory
- 2 – Inadequate/Poor

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*Superior Professional (6)* exhibits superior writing for the business arena. Superior business correspondence:

- Responds clearly and completely to the assignment without wordiness or unnecessary information.
- Uses well-chosen examples and expands on those examples in appropriate detail.
- Demonstrates a clear understanding of the assignment and shows complexity in the writer's thought process. Utilizes higher order or elevated thinking.

# Holistic Scoring

6

*Professional (5)* exhibits strong writing for the business arena. Professional business correspondence:

- Responds well and thoroughly to the assignment but may not be as clear or direct as possible—may slight portions of the assignment/task.
- Includes good examples, but may be too brief or too detailed at times, affecting flow and word economy.
- Demonstrates solid thinking, but may not think through ideas in their entirety.

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*Adequate (4)* exhibits general/satisfactory business writing skill. Adequate business correspondence:

- Responds to the assignment but may lack clarity or be too direct.
- Uses some examples that may be too vague, wordy, excessive or ill-placed. Some examples may not be fully thought out, or not integrated successfully with the assignment.
- Completes the task but does not show significant complexity of thought.

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*Unsatisfactory (3)* although shows some understanding of business writing, the response has errors that render the document ineffective. Unsatisfactory business correspondence:

- Lacks a clear understanding of the assignment or may be too repetitive or simplistic in response to the task.
- Selected examples don't demonstrate a clear understanding of the situation for the reader. Has too few or too many examples that don't mesh well with the assignment. Examples may not fit or don't explain the writer's position and/or may negatively affect meaning.
- Lacks complexity of thought. Completes the assignment but doesn't logically think ideas through.

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*Inadequate/Poor (2)* response is unacceptable in the business arena. Business correspondence that is deemed inadequate/poor:

- Lacks understanding of the assignment—too personal or inappropriate for the audience. Response may read more like a journal and less like a formal piece of writing.
- Examples are far too general or lack any detail, and do not fit the purpose of the assignment.
- Contains only the bare minimum to complete the assignment—in terms of thinking and analyzing the issue. Utilizes little to no original thought in responds to the assignment.

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To convert from a holistic score to a letter grade:

- 6 = A
- 5 = B
- 4 = C
- 3 = D
- 2 = F