

Predictive Office Memo Grading Rubric | JURI530_D02_202440

Criteria	Ratings				Points
Quality of Information	35 to >32 pts Advanced The facts and their application are thoroughly addressed in terms of their legal significance and/or all questions are answered.	32 to >29 pts Proficient All or most facts and their application are generally, but not comprehensively, addressed in terms of their legal significance; all or most questions are answered.	29 to >0 pts Developing Topics and/or questions are not addressed satisfactorily.	0 pts Not Present	35 pts
Content	70 to >64 pts Advanced The length requirement (3–5 pages) for the office memo is met. The discussion clearly relates to the 3 questions posed. It includes several supporting details and/or examples.	64 to >58 pts Proficient The length requirement (3–5 pages) for the office memo is met. The discussion clearly relates to the 3 questions posed. No details and/or examples are given.	58 to >0 pts Developing The length requirement (3–5 pages) for the office memo is not met. The discussion has little or no relation to the 3 questions posed.	0 pts Not Present	70 pts
Mechanics	25 to >22 pts Advanced There are minimal or no grammatical, spelling, or punctuation errors.	22 to >20 pts Proficient There are a few grammatical, spelling, or punctuation errors.	20 to >0 pts Developing There are several grammatical, spelling, or punctuation errors.	0 pts Not Present	25 pts
Organization	10 to >9 pts Advanced The discussion is very organized with well-constructed paragraphs.	9 to >7 pts Proficient The discussion is organized, but paragraphs are not well-constructed.	7 to >0 pts Developing The discussion appears to be disorganized.	0 pts Not Present	10 pts

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Sources and Authority	10 to >9 pts Advanced Legal authority (reference to a case, a Restatement (Second) of Contracts provision, or a Uniform Commercial Code provision) is completely and accurately articulated in current Bluebook format.	9 to >7 pts Proficient All legal authority (reference to a case, a Restatement (Second) of Contracts provision, or a Uniform Commercial Code provision) is documented, but some is incomplete, inaccurate, or not in current Bluebook format.	7 to >0 pts Developing Legal authority (reference to a case, a Restatement (Second) of Contracts provision, or a Uniform Commercial Code provision) is not accurately and completely documented or formatted in current Bluebook format.	0 pts Not Present	10 pts
Total Points: 150					