MCCC-RC Writing Rubric (May 2024)

STUDENT NAME:	INSTRUCTOR:	DATE:
BLOCK TITLE: Army Profession	**ASSIGNMENT: Information Paper**	

Requirement: Write a two-page information paper as defined by the Army standard is "understood by the reader in a single, rapid reading and is free of errors in substance, organization, style, and correctness in accordance with ST 22-2 and AR 25-50. Use the attached format. **Instructions: Choose ONE topic from the following:**

1. Your battalion commander conducted a sensing session and discovered that several platoon leaders, platoon sergeants, and company commanders did not feel tactically proficient. Because of recent events, your battalion commander believes that your unit may get deployed on short notice to LSCO in the next six months without additional training time.

   a. Write an information paper for leaders in your organization to effectively self-develop their tactical skills using information from ADP 6-22, FM 6-22, or other doctrine.

OR

   b. Write an information paper for leaders in your organization to get the most tactical value from limited training time using AR 350-1, TC 20.11, TC 3-20.0, FM 7-0, FM 6-22, or other doctrine.

2. After a scandal in another unit where two battalion commanders were relieved for counterproductive leadership, your battalion commander asked you to write an information paper on how to change the culture of a unit to be more inclusive using AR 600-20, ADP 6-22, or other doctrine.

   Write the paper as if you are writing for publication. The focus of your paper should be on your original thoughts, using doctrine as a reference and a guide.
   Title your paper for submission in the following format: Course MCCC-RC_Phase1_Last Name_First Name.

This assignment is worth 25 points.

SUBSTANCE	EXEMPLARY: 10	PROFICIENT: 9-8	MARGINAL: 7	UNSATISFACTORY: 6-0	10 PTS
• Accurate Content • Clear and Concise • Detailed Points	☐ Thoughts are clear, concise and relevant to the topic. ☐ Content is fully compliant with the assigned requirement ☐ Information is accurate. ☐ Level of detail is suited to the assigned requirement ☐ Explanations and descriptions of content are clear and precise. ☐ Good Use of Sources, Original Thought, AND useful to the force if published	☐ Thoughts are not always clear but are relevant to the topic ☐ Small omissions or inadequacies in content, but adequately covers the written requirement. ☐ Minor inaccuracies, but primarily accurate. ☐ Occasionally includes irrelevant details or omits important details. ☐ Most explanations and descriptions are clear and precise. ☐ Good Use of Sources, Original Thought	☐ Thoughts lack development and deviate from the topic. ☐ Omissions and inadequacies in content, vaguely covers the written requirement. ☐ Several inaccuracies. ☐ Includes several irrelevant details and omissions of important details. ☐ Some explanations and descriptions are clear and precise. ☐ Good Use of Sources but minimal Original Thought OR good Original Thought but minimal use of Sources	☐ Thoughts are not clear or relevant to the topic. ☐ Much of the content is irrelevant, missing, or misrepresented. ☐ Information is not accurate. ☐ Insufficient detail. ☐ Explanations and descriptions are unclear and are not precise. ☐ Poor Use of Sources and Minimal Original Thought	**SELF** **INSTR.**
ORGANIZATION	EXEMPLARY: 5	PROFICIENT: 4	MARGINAL: 3.5	UNSATISFACTORY: 3.5-0	5 PTS
• Intro/Body/ Conclusion • Transitions • Logical Points/Flow	☐ Points are clear and logically arranged in the paper. ☐ Material supports the thesis. ☐ Transitions enhance the flow of ideas. ☐ Conclusion summarizes main	☐ Points are usually clear and logically arranged. ☐ Some material does not support the thesis. ☐ Transitions are present but do not enhance the flow of ideas. ☐ Conclusion misses some main points or	☐ Points are usually clear but lacks logical arrangement. ☐ Most of the material does not support the thesis. ☐ Few transitions are present which disrupts the flow of ideas.	☐ Points are poorly identified and has no logical flow. ☐ Material does not support the thesis. ☐ Transitions are missing. ☐ Conclusion is missing and/or is irrelevant to the thesis/material.	**SELF**

					INSTR.
	points and does not contain new information not covered in the paper.	contains new information not covered in the paper.	☐ Conclusion misses the main points and contains new information not covered in the paper.		

STYLE	EXEMPLARY: 5	PROFICIENT: 4	MARGINAL: 3.5	UNSATISFACTORY: 3.5-0	5 PTS
• Army Writing Style • Active Voice • Clear Rapid Reading • Sentence Structure • Sources	☐ Words are precise. ☐ Language is concise and without wordiness. ☐ Writer's tone is appropriate to the audience and purpose. ☐ Sentences track clearly even to the rapid reader. ☐ Active voice predominates. ☐ Sources are properly cited.	☐ Some language is imprecise but generally understandable. ☐ Style is adequate but lacks polish and directness. ☐ Writer generally uses active voice. ☐ Minor inaccuracies in citation of sources.	☐ Language is imprecise and the reader must backtrack to understand the writer's meaning. ☐ Style lacks polish and directness. ☐ Writer uses both active and passive voice. ☐ Several inaccuracies in citation of sources.	☐ The language is awkward, hard to read. ☐ The reader cannot understand the writer's meaning. ☐ Language is inappropriate in tone. ☐ Language is extremely wordy, primarily in passive voice. ☐ Citation of sources is missing or inaccurate.	SELF INSTR.

CORRECTNESS	EXEMPLARY: 5	PROFICIENT: 4	MARGINAL: 3.5	UNSATISFACTORY: 3.5-0	5 PTS
• Spelling • Capitalization and Punctuation • Grammar	☐ Few if any departures from the published standard (grammar, punctuation and usage).	☐ A few departures from the published standard (grammar, punctuation and usage), but not enough to confuse or distract the reader.	☐ Patterns of departures from the published standard (grammar, punctuation and usage) are present, but not enough to confuse or distract the reader.	☐ Departures from the published standard (grammar, punctuation and usage) significantly confuse or distract the reader.	SELF INSTR.

INSTRUCTOR COMMENTS	**TOTAL**
• SUBSTANCE • ORGANIZATION • STYLE • CORRECTNESS	