Essay Grading Requirements

Brian A. Luce

Music 3550-G/001: Survey of American Music

Professor: Brian A. Luce, D.M.A.
Semester: Fall 2002

Deadlines
All written projects are to be submitted to the instructor by the prescribed due date. The printed copy is due at the beginning of each class meeting, with its' electronic text due by 12:00 p.m. before the class meeting. Projects submitted after the due date will receive a grade of zero without prior approval from the instructor.

Content
Write essays and research papers according to the parameters of the assignment including topic, scope, length, focus, and organization. Projects that circumvent the assigned topic must include additional editorial comment as a disclaimer to avoid a lowered grade.

Plagiarism is a violation of the Eastern Illinois University Code of Conduct and will result in failure of a submitted assignment. Formal writing style and correct documentation methods facilitate the use or quotation of another's ideas. Refer to style guides, such as the MLA Handbook for Writers of Research Papers or the Chicago Manual of Style for explanation of these procedures.

Mechanics and Style
All grammar, punctuation, and spelling will be evaluated according to the conventions of formal style. Use of slang, colloquial, and unconventional idiomatic expressions will require the appropriate punctuation or italicization. Most word processing programs feature a grammar check, which can all but eliminate these common errors. Even with powerful software packages errors may remain undetected; therefore, careful proofreading is an essential editorial tool for any writer.

Grading
The Eastern Illinois University Primary Trait Analysis for Individual Submissions to the Electronic Writing Portfolio will be used to evaluate all submitted projects. This evaluation paradigm assigns a point value on a 4.0 scale to each of the assessment levels. The average of the competency domains will yield the assigned grade. Refer to the following evaluation rubric for details.
### Primary Trait Analysis for Individual Submissions to the Electronic Writing Portfolio

<table>
<thead>
<tr>
<th>Trait</th>
<th>4—Highly Competent</th>
<th>3—Competent</th>
<th>2—Minimally Competent</th>
<th>1—Not Competent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus</td>
<td>Clear focus established and maintained; evidence of distinctive voice and/or appropriate tone</td>
<td>Consistent focus or purpose; evidence of voice and/or suitable tone</td>
<td>Some focus; evidence of attempt to communicate with an audience</td>
<td>Limited or no awareness of purpose and/or audience</td>
</tr>
<tr>
<td>Organization</td>
<td>Careful organization that enhances presentation</td>
<td>Logical organization</td>
<td>Some organization; lapses in focus and/or coherence</td>
<td>Random and/or weak organization</td>
</tr>
<tr>
<td>Development</td>
<td>Depth and complexity of ideas supported by rich, engaging, and/or pertinent details</td>
<td>Depth of idea development supported by developed, relevant details</td>
<td>Basic idea development; repetitious and/or underdeveloped details</td>
<td>Little or no idea development; few and/or unrelated ideals</td>
</tr>
<tr>
<td>Style</td>
<td>Sophisticated and varied sentence structure and length that enhance effect; percise and/or rich language</td>
<td>Controlled and varied sentence structure; appropriate, effective language</td>
<td>Correct sentence structure that is simplistic and/or awkward at times; simplistic and/or occasionally imprecise language</td>
<td>Incorrect and/or ineffective sentence structure; incorrect and/or ineffective syntax and diction</td>
</tr>
<tr>
<td>Mechanics</td>
<td>Virtually no errors in mechanics</td>
<td>Few errors in mechanics relative to length and complexity</td>
<td>Some errors in mechanics, but not enough to interfere with communication</td>
<td>Errors in mechanics that are disproportionate to length and complexity and interfere with communication.</td>
</tr>
</tbody>
</table>

### Submission Procedure and Print Standards

#### Electronic Mail
Send a text version of the essay or research paper via e-mail to baluce@eiu.edu before 12 p.m.
on its due date. The text is to be submitted in Microsoft RTF or plain text attachments. Plain text and HTML versions of the essay quoted in the body of the email are acceptable.

**Print Copy**
The print copy, due at the beginning of the class meeting, should be on standard 8.5"x11.0" white paper. The top, bottom, left, and right margins are to be 1.0 inch. Use 12-point "Times Roman" or 12-pt "Times New Roman" fonts for the typeface. Text is to be double spaced, with the exception of long quotations or tables. Left justification is the standard for these formal writing submissions. Speak to the instructor for any exceptions that are to be made to these parameters.

**GRADE REPORTS**
Every effort will be made to return grades by the following class meeting. All grades will appear on the print copy only. No grades will be sent via e-mail.