

**OL 215 Journal Guidelines and Rubric**

In this course, journal assignments will be used for reflection in Modules Four and Seven. The journal assignments are a private conversation between you and the instructor and thus you are encouraged to deeply explore the concepts of organizational structure and of the organizational leadership and management principles presented. Assignments are graded individually.

**Guidelines for Submission:** Submit assignment as a Word document with double spacing, 12-point Times New Roman font, and one-inch margins and APA formatting.

<b>Critical Elements</b>	<b>Exemplary (100%)</b>	<b>Proficient (85%)</b>	<b>Needs Improvement (55%)</b>	<b>Not Evident (0%)</b>	<b>Value</b>
<b>Application of Concepts</b>	Meets “Proficient” criteria and cites samples that are relevant and supported by scholarly research	Applies organizational management concepts and principles to questions posed in prompt using specific details	Applies organizational management concepts and principles to questions posed in prompt but lacks details	Does not apply organizational management concepts and principles	40
<b>Personal Reflection</b>	Meets “Proficient” criteria and uses specific relevant examples to support connections	Includes a clear and relevant personal reflection and makes connections to own experiences in relation to organizational structure, leadership, or management	Includes a personal reflection but connections are not clear or lack details	Does not include a personal reflection	40
<b>Articulation of Response</b>	Journal assignment is free of errors related to citations, grammar, spelling, syntax, or organization	Journal assignment is mostly free of errors related to citations, grammar, spelling, syntax, or organization; errors are marginal and rarely interrupt the flow	Journal assignment contains errors related to citations, grammar, spelling, syntax, or organization, but errors are limited enough so that assignments can be understood	Journal assignment contains critical errors related to citations, grammar, spelling, syntax, or organization, making the assignment difficult to understand	20
<b>Total</b>					<b>100%</b>