**Masters in HRER 802 – Organizational Behavior and Managing People and Organizations.
Textbook: Organizational Behavior: Managing People and Organizations 13TH 2019
by: Griffin, Ricky W. / Phillips, Jean M. / Gully, Stanley M.**

**Essay Assignment -** This individual essay is based on the material from this lesson's reading, *The Prince*, Chapter XXII, “Concerning the Secretaries of Princes.” (Your response should be a minimum of 2 pages.)

1. First, explain Machiavelli's main point in your own words. For this purpose, do **NOT** quote directly from the text but explain the main point in your own words.
2. Then, using at least **THREE** concepts from the **text**, analyze Machiavelli’s recommendations for successful management of a prince’s secretary. (For the purposes of this assignment, you can assume "secretary" is equivalent to the title "administrative assistant.")

Please use APA Style for references.
**Reading: Machiavelli, N. (1908).**[**Chapter XXII: Concerning the secretaries of princes**](https://www.gutenberg.org/files/1232/1232-h/1232-h.htm#link2HCH0022)**(W. K. Marriott, Trans.). In *The prince*. (Reprinted from The prince, 1515.)**

| **HRER 802 Rubric (3)** |
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| **Criteria** | **Ratings** | **Pts** |
| This criterion is linked to a Learning Outcome Amount of Information |

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| **15 to >12.0 pts****Exemplary**All topics in assignment are addressed | **12 to >10.5 pts****Good**All but one topics in assignment are addressed | **10.5 to >10.0 pts****Satisfactory**All but two topics in assignment addressed | **10 to >0 pts****Unsatisfactory**Three or more topics not addressed |

 | 15 pts |
| This criterion is linked to a Learning Outcome Quality of Information |

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| **15 to >12.0 pts****Exemplary**All information relates to main topic, including supporting details and/or examples, analogies, metaphors, etc. | **12 to >10.5 pts****Good**With no more than one exception, information relates to main topic, including supporting details and/or examples, analogies, metaphors, etc. | **10.5 to >10.0 pts****Satisfactory**With no more than two exceptions, information relates to main topic, including supporting details and/or examples, analogies, metaphors, etc. | **10 to >0 pts****Unsatisfactory**Information generally does not relate to main topic, including supporting details and/or examples, analogies, metaphors, etc. |

 | 15 pts |
| This criterion is linked to a Learning Outcome Proper Use of APA guidelines |

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| **2 to >1.5 pts****Exemplary**No errors using APA formatting for citations and references. | **1.5 to >1.0 pts****Good**No more than one error using APA formatting for citations and references. | **1 to >0.5 pts****Satisfactory**No more than 2 errors using APA formatting for citations and references. | **0.5 to >0 pts****Unsatisfactory**More than 2 errors using APA formatting for citations and references. |

 | 2 pts |
| This criterion is linked to a Learning Outcome Quality of Writing |

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| **4 to >3.5 pts****Exemplary**Conveyed in a focused and concise manner. | **3.5 to >3.0 pts****Good**With no more than one exception, conveyed in a focused and concise manner. | **3 to >2.0 pts****Satisfactory**With no more than two exceptions, conveyed in a focused and concise manner. | **2 to >0 pts****Unsatisfactory**Generally not conveyed in a focused and concise manner. |

 | 4 pts |
| This criterion is linked to a Learning Outcome Quality of Grammar, Spelling, Syntax |

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| **4 to >3.5 pts****Exemplary**No errors in grammar or syntax. Maybe includes a stray typo. | **3.5 to >3.0 pts****Good**No more than 1 error per page in spelling, grammar and/or syntax. | **3 to >2.0 pts****Satisfactory**No more than 2 errors per page in spelling, grammar and/or syntax. | **2 to >0 pts****Unsatisfactory**Three or more errors per page in spelling, grammar and/or syntax |

 | 4 pts |
| **Total Points: 40** |