NOTE TAKING INSTRUCTIONS/GUIDELINES

• Provide notes about main points of essays and brief thoughts.
• Don’t list what you wish was there, grade based off the rubric given

Please use the following rubric as a guide for assigning each essay a numeric response:

Exceptional 10 points- Answered all portions of the question; essay is very well written; highly organized and flows smoothly.
• Offers developed, thoughtful, and relevant content to answers.
• Shows a clear and meaningful understanding of OWL-C role through examples provided.
• Offers solid meaningful experiences or examples and reflection, sounds genuine and shows development.
• Provides application to the position.

Above Average 9 to 8 points - Answered all portions of the question; essay is well written; organized and reads well.
• Offers relevant content to answers.
• Shows clear understanding of OWL-C role through examples provided.
• Offers meaningful experiences or examples and reflection is thoughtful.

Average 7 to 6 points- Answered all portions of the question; essay is average; thoughts are organized.
• Offers related content to answers.
• Shows a general understanding of OWL-C role through examples provided.
• Offers experiences or examples and reflection is clear/present.

Below Average: 5 to 4 points- Answered some portions of the question; essay is below average; limited clarity; not well organized.
• Offers some content to answers.
• Shows some understanding of OWL-C role though examples provided.
• Offers some experiences or examples and reflection is shallow or superficial.

Unsatisfactory 3 to 2 points- Answered few portions of the question; essay is poor; lacks clarity or organization.
• Missing content to answers
• Shows limited understanding of OWL-C role through examples provided.
• Offers very few experiences or examples and reflection is missing or entirely inappropriate.

Poor 1 to 0 points- Answered no portion of the questions; no clarity.
• Answers have no connection to questions asked.
• Shows no understanding and offers no experiences or examples.