**Associate’s Memo Rubric**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Not Yet** | **Meets Standards** | **Exceeds Standards** |
| **ARGUE** | | | |
| **Build a case for and defend conclusions reached, based in sound logic and valid evidence.** |  | Make a debatable claim and backs up with relevant evidence and discussion  \_\_\_\_ *makes valid claim(s)*  *\_\_\_\_ uses sufficient and relevant evidence*  *\_\_\_\_ discusses the evidence as it relates to the argument* | Make a debatable claim and backs up with relevant evidence and discussion. The author anticipates and addresses opposing viewpoints in discussion.  *\_\_\_\_ anticipates opposing viewpoint(s)*  *\_\_\_\_ addresses opposing viewpoints with relevant discussion* |
| **BE PRECISE** | | | |
| **Uses proper in-text citation format to avoid plagiarism** |  | Student correctly uses in-text citation and includes a style-specific works cited list  \_\_ *In text citation is used in the correct format*  *\_\_ Correct works cited list is included* | When using in-text citation, student is able to correctly do this in a variety of ways, still within the assigneed style.  *\_\_ In text citation is correctly used, but in a variety of ways* |
| **PLAN** | | | |
| **Creates appropriate plans and follows them in a timely manner with attention to details.** |  | Creates appropriate plans for a given task and follows plans  *\_\_\_\_ Student meets deadlines*  *\_\_\_ Student uses work time in class* | Make appropriate plans for a given task and follows plans. Show evidence of reflection in the process (for possible alteration and validation of plans)  *\_\_\_\_ Student shows evidence of reflection* |