Undergraduate Writing Assignments
Projects, CRA, and CWA

Guidelines, Expectations, and Grading

Global University's *Undergraduate Form and Style Guide* defines the form, style, and documentation system for completing undergraduate writing assignments. The guide can be downloaded for free at http://www.globaluniversity.edu/PDF/UG-FormAndStyleGuide.pdf or ordered for a fee.

Writing for Academic Quality and Other Conceptual Issues

- Follow instructions carefully. Failure to follow instructions will reduce the assignment grade.
- Develop thoughts logically.
- Do not merely repeat the author's position—evaluate the author's position.
- You are encouraged to both agree and disagree with the authors of course materials. Explain why you agree or disagree.
- Avoid using Hebrew, Aramaic, and Greek for most undergraduate CWAs or CRAs and projects.
- Write at a college level, using appropriate vocabulary, grammar, and spelling. Avoid using the second person (you). Avoid generalizations, idioms, and slang.
- Consult reference works, including theological and Bible dictionaries, to accurately define terms.
- Express concepts in your own words as much as possible. Document all quotations, paraphrases, and important ideas that are not your own, even if they are from course materials.
- Clearly identify CWAs or CRAs and projects on a title page.
- Reference list. See the *Undergraduate Form and Style Guide* for documenting sources correctly.

Academic/Scholarly Resources

When writing course papers, students are asked to include at least three academic/scholarly sources in their research. Generally, *scholarly* refers to original research found in books, magazines, and journals written by professional and credentialed experts. This is not to say that "popular" sources or authors cannot be used; however, such sources must be evaluated and found to be authoritative.

Students may contact course faculty members for source evaluations. Also, a tutorial explaining the difference between popular and academic/scholarly resources can be found with the GU Library Course Reasearch Guides. To access the tutorial, go to the home page of any undergraduate course guide under "Research & Writing Helps."

Grading

This grading rubric represents grading guidelines for all Global University undergraduate writing assignments, effective January 1, 2019. **Note: Not all the following indicators may apply to a particular written assignment.**

Instructions and Style: Specific Project/CRA directions and all style directions were followed: (title page, proper margins, paragraph indentations, line spacing, headers, block quotations, appropriate length, etc.).

Mastery		Developing		Beginning	Total
10	9-8	7	4-1	0	(10 points)
All instructions were followed correctly, including all style directions.	Instructions were mostly well followed including all style directions.	Instructions were somewhat followed, some style directions were lacking.	More attention was needed to following instructions; style directions were somewhat ignored.	Instructions were not followed, including appropriate style for the paper.	

Content Quality and Accuracy: Relevant and accurate answers, good academic tone, critical thinking skills demonstrated through logical, coherent thought progression, and objective analysis and evaluation.

Mastery		Developing		Beginning	Total
60	59-49	48-38	37-27	26-0	(60 points)
Assignment had excellent correct answers, was well organized with good academic tone. Demonstrated logical progression, with evidence of analysis and application when appropriate.	Assignment had correct answers with adequate logic and academic tone. Demonstrated analysis and application when appropriate.	Assignment demonstrated some logical organization, mostly correct answers, and mostly appropriate analysis and application.	Assignment demonstrated little logical organization, some correct answers, and some appropriate analysis and application.	Assignment demonstrated poor logical organization, had few correct answers, lacked critical thinking skills, and/or had little application.	

Research and Documentation: Inclusion of three or more quality outside academic sources, appropriate interaction with outside sources, properly formatted in-text citations and reference list.

Mastery		Developing		Beginning		Total
20	19-16	15-12	11-8	7-1	Resubmission	(20 points)
Three or more excellent quality outside sources were well-integrated and strengthened the paper. In-text citations and reference list were properly formatted.	At least 3 good quality outside sources were integrated and strengthened the paper somewhat. In-text citations and reference list were mostly properly formatted.	At least 3 adequate quality outside sources were mostly integrated and added somewhat to the paper. In-text citations and reference list were somewhat properly formatted.	Other sources were used, with poor integration. In-text citations and reference list were not well formatted.	Other sources were used, with inadequate interaction. In-text citations and reference list not formatted correctly.	Other outside sources were not used or were deemed insufficient, and the assignment will be sent back to the student.	

Proper Grammar and Syntax: Spelling, word choice, sentence construction, punctuation, capitalization etc.

Mastery		Developing		Beginning	Total
10	9-8	7-5	4-2	1-0	(10 points)
Assignment demonstrated excellent grammar and syntax.	Assignment mostly demonstrated good grammar and syntax.	Assignment contained some errors in grammar and syntax.	There were many errors in grammar, and syntax.	There were an excessive number of errors in grammar, and syntax.	

Total Grade (out of 100 points):

To Ensure Your Assignment Is Graded Accurately

1. Respond to questions and their subparts in the exact order they appear in the instructions.
2. Type (or copy) each question and its number. Below it type (or write) your response.
3. Respond to all components, clearly labeling and separating your answers to each. Your grader must be able to easily match responses to the corresponding component.

General Directions

Please type your CRA (or CWA) and project using double-spaced lines. If you are unable to type your assignment, you may neatly write it with an ink pen, but DO NOT USE A PENCIL.

Valuable resources to help with your writing assignments can be accessed through the Global University Library Course Research Guides at http://libguides.globaluniversity.edu. To access licensed resources, you will be asked to log in with a user ID and a password. You can also log in from the main Library website for recurrent access to licensed resources. For your user ID, type in your Global University student ID number. For your password, type in the first two letters of your first name, the first two letters of your last name, and the last four digits of your GU student ID number. (Use lowercase letters; do not type spaces within the password.)

You can access a Course Research Guide for each undergraduate course that provides links to scholarly, academic resources compiled by GU librarians and faculty. Here you will find links to full-text journal articles in databases, reference articles in encyclopedias, scholarly articles, and websites and other web-based articles as well as project templates and a link to the *Global University Undergraduate Form and Style Guide*. Interactive tutorials are available on the Course Research Guides to help you navigate the website.

Document any resources you use in course assignments (or other written work) according to GU's *Undergraduate Form and Style Guide*. The style guide can be downloaded at http://www.globaluniversity.edu/ PDF/UG-FormAndStyleGuide.pdf, or you can contact the university to purchase a print copy.

Submitting Assignments

Submit your assignments by e-mail attachment to gradingservices@globaluniversity.edu. Templates for the project and CWA (or CRA) are available for download at http://libguides.globaluniversity.edu/storage/templates. If e-mail is not available, submit assignments by mail or fax.

Global University
ATTN: Grading Services
1211 South Glenstone Avenue
Springfield, Missouri. 65804 USA

Fax: (417) 862-0863

Terms

The following definitions help you give a better answer to each inquiry within your CWA (or CRA) and project:

- **Analyze** means to divide a complex whole into its individual components for the purpose of revealing how each works together and contributes to the whole.
- **Apply** means to put, or to show how to put, specific principles or concepts to practical use.
- **Compare** means to identify similarities.
- **Contrast**, **differentiate**, and **distinguish** mean to identify differences.
- **Critical thinking** is a reflective and systematic process in which you gather information, study it from every angle, and then exercise your best judgment to draw conclusions.
- **Describe**, **discuss**, and **explain** mean to give details, examples, illustrations, implications, and/or reasons to support your answer.
- **Evaluate** means to determine the significance, worth, or condition of something by careful study. This includes identifying the strengths and weaknesses of whatever is being evaluated, whether it is a concept, principle, application, idea, event, opinion, object or product.

Quick Guide to Referencing

Q Where do I document sources—inside the paper or at the end of the paper?

A Both. Author, date of publication, and page number must be included as parenthetical references within the text. Titles are not listed in the parenthetical references. A reference list at the end of the paper should list full publication details. Page numbers are not included in the reference list.

Book in Print

In-Text Documentation

When quoting from a book, quotation marks are required at the beginning and end of the quotation. Immediately after the quote and before ending punctuation, insert a parenthetical reference including author's last name, most recent date of publication, and page number(s).

> Biblical context is one of the key factors in interpreting Scripture correctly and there are "three kinds of context: immediate context, remote context, and historical context" (Arnold and Beyer 1999, 29).

A quote longer than five lines is single spaced without quotation marks and indented from the left margin. Insert a parenthetical reference at the end of the quote, following ending punctuation.

> Note the verbs describing God's concern: I have seen . . . have heard . . . I am concerned . . . I have come down. Three of the verbs with *God* as subject are repeated from 2:24–25 (*see*, *hear*, *know*), with a closer specification as to just what it is God sees and knows. God truly sees their affliction. God knows their sufferings. For God to know the people's sufferings testifies to God's experience of this suffering, indeed God's intimate experience. God is here depicted as one who is intimately involved in the suffering of the people. (Fretheim 1991, 36)

When the author's name is stated in the text, the parenthetical reference lists only the date and page number. The author's name is not repeated.

> Arnold and Beyer note that there are "three kinds of context" (1999, 29). *OR*

> Arnold and Beyer (1999) note that there are "three kinds of context" (29).

Reference List Documentation

Works used in the paper are also listed at the end of the paper in the reference list.

> Arnold, Bill T., and Bryan E. Beyer. 1999. *Encountering the Old Testament*. Grand Rapids, MI: Baker Book House.

NOTE: In this referencing system, only works actually cited in your paper are to be included in the reference list. (See the Global University *Undergraduate Form and Style Guide* 2013, page 7.)

Book on the Internet

In-Text Documentation

A full book accessed from the Internet is referenced in the text the same as a printed book.

> Scripture attributes varying ministries to each person of the Trinity. "The different functions that we see the Father, Son and Holy Spirit performing are simply outworkings of an eternal relationship" (Grudem 1994, 251).

Reference List Documentation

In the reference list, both the website and date of access are listed after the other information.

> Grudem, Wayne A. 1994. *Systematic Theology: An Introduction to Biblical Doctrine*. Grand Rapids, MI: Zondervan. http://books.google.com/books (accessed February 2, 2006).

Consult the Global University *Undergraduate Form and Style Guide* for other examples (journal or magazine articles, books with more than one author, and so forth).

Cover and Page Design

Templates for the project, CRA and CWA are available on the Global University Library website.

Important—label every page with your:

name	course number	production number (PN)*
student number	course title	page number

See sample pages below. (Full size title page examples on following pages) Follow instructions in the *GU Undergraduate Form and Style Guide*. Clearly mark each part of the answer. Write legibly, using a computer printer, typewriter, or pen. DO NOT USE A PENCIL.

*The PN may be found on the course copyright page of the textbook.

SAMPLE PROJECT COVER

PROJECT TITLE

By
Your Name
Student Number

A Project
Submitted to the Faculty
In Partial Fulfillment of the Requirements for

Course Number
Course Title, Edition
Course PN

Global University
Month Year

SAMPLE CWA COVER PAGE

CWA TITLE

By
Student Name
Student Number

A Collateral Writing Assignment
Submitted to the Faculty
In Partial Fulfillment of the Requirements for

Course Number
Course Title, Edition
Course PN

COLLATERAL WRITING ASSIGNMENT

Global University
Month Year

SAMPLE CRA COVER PAGE

CRA TITLE

By
Student Name
Student Number

A Collateral Reading Assignment
Submitted to the Faculty
In Partial Fulfillment of the Requirements for

Course Number
Course Title, Edition
Course PN

COLLATERAL READING ASSIGNMENT

TEXTBOOK:

CRA Textbook Title
by CRA Textbook Author
Publisher Location: Publisher Name, Year

Global University
Month Year

SAMPLE SECOND PAGE

Student Name, Number   Course Number, Title, PN
2

Project/CWA Title

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SAMPLE THIRD PAGE

Student Name, Number   Course Number, Title, PN
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