

**General Education Competency: Communicate Effectively**  
**Student Learning Outcomes Scoring Rubric**

**Upon completion of a degree, certificate, diploma, and/or completion of specific courses, the student will apply learning in academic, personal, and public settings to:**

**1. Read and listen with comprehension**

SLOs	Rating	Descriptives			
		1	2	3	4
Summarize major points of written and verbal content (from your research).		Accurately recaps and explains few of the key points.	Accurately recaps and explains some of the key points.	Accurately recaps and explains most of the key points.	Accurately recaps and explains the key points.
Recognize inferences and conclusions from written or verbal content.		Rarely draws logical & accurate conclusions from course content.	Inconsistently draws logical & accurate conclusions from course content.	Often draws logical & accurate conclusions from course content.	Consistently draws logical & accurate conclusions from course content.
Follow written and/or verbal directions.		Rarely adheres to the guidelines/rules/instructions presented.	Inconsistently adheres to the guidelines/rules/instructions presented.	Often adheres to the guidelines/rules/instructions presented.	Consistently adheres to the guidelines/rules/instructions presented.

**2. Speak and write clearly using Standard English**

SLOs	Rating	Descriptives			
		1	2	3	4
Communicate ideas with structure, organization, recognized purpose and intended audience.		Rarely <ul style="list-style-type: none"> <li>•Uses a format appropriate to purpose .</li> <li>•Organizes ideas logically and consistently .</li> <li>•Supports ideas effectively .</li> <li>•Maintains focus, stays on topic .</li> </ul>	Inconsistently <ul style="list-style-type: none"> <li>•Uses a format appropriate to purpose .</li> <li>•Organizes ideas logically and consistently .</li> <li>•Supports ideas effectively .</li> <li>•Maintains focus, stays on topic .</li> </ul>	Often <ul style="list-style-type: none"> <li>•Uses a format appropriate to purpose.</li> <li>•Organizes ideas logically and consistently .</li> <li>•Supports ideas effectively .</li> <li>•Maintains focus, stays on topic .</li> </ul>	Consistently <ul style="list-style-type: none"> <li>•Uses a format appropriate to purpose.</li> <li>•Organizes ideas logically and consistently.</li> <li>•Supports ideas effectively.</li> <li>•Maintains focus, stays on topic.</li> </ul>
Use standard English in written and oral communication.		Makes extensive errors in articulation, grammar or spelling that distract from the content.	Makes many errors in articulation, grammar or spelling that distract from the content.	Makes few errors in articulation, grammar or spelling that distract from the content.	Makes no errors in articulation, grammar or spelling that distract from the content.

**3. Interact cooperatively with others using both verbal and non-verbal means**

SLOs	Rating	Descriptives			
		1	2	3	4
Apply principles of group dynamics and interaction.		Rarely contributes to and collaborates with members .	Inconsistently contributes to and collaborates with members .	Often contributes to and collaborates with members .	Consistently contributes to and collaborates with members.
Apply verbal and nonverbal communication to group interaction.		Rarely •Uses supportive speech to enhance interaction . •Actively listens to members' input .	Inconsistently •Uses supportive speech to enhance interaction . •Actively listens to members' input .	Often •Uses supportive speech to enhance interaction . •Actively listens to members' input .	Consistently •Uses supportive speech to enhance interaction. •Actively listens to members' input.

**4. Demonstrate information processing through basic computer skills**

SLOs	Rating	Descriptives			
		1	2	3	4
Use basic computer technology to access, manipulate, evaluate, and present information.		Rarely •Constructs and implements effectively-designed search strategies . •Retrieves, records, and manages the information and its sources using a variety of methods . •Applies new and prior information to the planning, creation and effective communication of a particular product or performance . •Correctly cites Internet and data base sources .	Inconsistently •Constructs and implement effectively-designed search strategies . •Retrieves, records, and manages the information and its sources using a variety of methods . •Applies new and prior information to the planning, creation and effective communication of a particular product or performance . •Correctly cites Internet and data base sources .	Often •Constructs and implements effectively-designed search strategies . •Retrieves, records, and manages the information and its sources using a variety of methods . •Applies new and prior information to the planning, creation and effective communication of a particular product or performance . •Correctly cites Internet and data base sources .	Consistently •Constructs and implements effectively-designed search strategies. •Retrieves, records, and manages the information and its sources using a variety of methods. •Applies new and prior information to the planning, creation and effective communication of a particular product or performance. •Correctly cites Internet and data base sources.