

	Mastered Capstone 4	Accomplished – Developing Milestone 2 - 3	Beginning Benchmark 1
1. Determine the Extent of Information Needed	Provided a strong topic and research focus; student conducted background research about the topic; student understands how many and what type of resources were required	Topic and research focus were adequate; some background research included; student mostly knew what types of resources and how many were required for the assignment	Topic and research focus lacked clarity; student did not include background information; student did not know the types or number of resources needed, or both
2. Access the Needed Information	Provided a variety of sources representing different journals or media; sources cited were all relevant and appropriate for the assignment and course level	Provided limited variety in sources and journals; sources cited were mostly relevant and appropriate for the assignment and course level, with exceptions	Did not provide variety in sources and journals; sources cited were mostly not relevant or appropriate for the assignment and course level
3. Evaluate Information and its Sources Critically	Thoroughly analyzed own and others' assumptions and the relevance of contexts when presenting information or a position within the assignment	Questions and identifies some assumptions and relevant contexts when presenting information or a position. May be more aware of others' assumptions than one's own	Shows an emerging awareness of present assumptions and some contexts when presenting information or a position within the assignment
4. Use Information Effectively to Accomplish a Specific Purpose	Communicated, organized and synthesized information from sources to fully achieve a specific purpose, with clarity and depth; assignment was clear, well argued, and logical	Communicated and organized information from sources; the information was not yet synthesized, so the intended purpose was not fully achieved; assignment was mostly clear, but argument is weak or incomplete	Communicated information from sources. The information was fragmented and/or used inappropriately (misquoted, taken out of context, incorrectly paraphrased, etc.), so the intended purpose was not achieved; assignment was unclear and no true argument is made
5. Access and Use Information Ethically and Legally (for Annotated Bibliography, assess quality of citations listed)	Correctly does all of the following: 1. uses citations and references; 2. paraphrases, summarizes, or quotes; 3. uses information in ways that are true to original context; 4. distinguishes between common knowledge and ideas requiring attribution	Correctly does two or three of the following: 1. uses citations and references; 2. paraphrases, summarizes, or quotes; 3. uses information in ways that are true to original context; 4. distinguishes between common knowledge and ideas requiring attribution	Correctly does one or none of the following: 1. uses citations and references; 2. paraphrases, summarizes, or quotes; 3. uses information in ways that are true to original context; 4. distinguishes between common knowledge and ideas requiring attribution