**Guidelines for the Final Memorandum**

For the final assignment in this course, you will choose one of two tasks and complete an appropriate memorandum response. **You must upload your response to the assignment as a Word file within four hours of the time you first access the assignment (or within the time period allowed by your accommodation).** The assignment will be available after noon on Monday, May 5 (I want to respect the spirit of the reading period), and **you must complete the assignment by 5pm on Saturday, May 10 (seniors) or 12:30pm on Friday, May 16.**

There are no restrictions on accessing any notes, texts, or other source materials; however you are on your honor not to discuss the details of the assignment with anyone from the time you have accessed it until the end of exam period. You are free to study with other class members so long as none of you has started the assignment.

Your response needs to be attentive to the needs of the audience implied by the assignment, but clearly reflect a correct application of the relevant analytical tool. Respect the conventions of the form you use to present your analysis. I will evaluate your response using the following rubric:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Exemplary  5 | High Quality  4 | Adequate  3 | Needs Improvement  2 |
| Attention to Form | Effective use of form conventions | No missing elements | No more than one or two missing or flawed elements | More than two missing or flawed elements |
| Clear thesis | Easy to identify author’s bottom line | Possible to identify main conclusion | On point but thesis ambiguous | Does not fully address assignment |
| Audience | Establishes direct rapport with target audience | Easy to infer the target audience | Avoids jargon and arguments unlikely to connect with reader | Target audience would struggle to follow argument |
| Structure | Seamlessly promotes thesis | No missing steps | Missing or extraneous steps; or faulty organization | Holes or detours in text distract from thesis |
| Analytical Tool | Especially easy to make sense of correct tool | Complete and correct | No more than minor glitches in presenting tool | Inappropriate tool or fundamentally misapplied |
| Integration of Analytical Tool | Seamless integration of text and tool | Tool used to enhance, not duplicate text | Tool and text are mutually consistent | Poor placement or tool inconsistent with text |
| Attention to Presentation | A pleasure to read | No more than 1-2 places that tripped up a reader | A modest number of errors in organization, grammar, spelling or flow | Needs substantial attention to organization, grammar, spelling and flow |
| Overall | Consistently high quality or exemplary attention to rubric categories | Accomplishes assignment with at least adequate attention to each rubric category | High quality elements balance areas needing improvement | Two or more significant flawed elements |