HRA 360
Term Paper Guidelines and Rubric

The Term Paper will be on a course-related topic of your choice. Topics may include:

- Legal issues related to compensation and benefits
- Specific pay/incentive planning techniques, topics, or issues
- Specific job analysis/job design techniques, topics, or issues
- Specific benefits and service topics or issues
- Additional Term Paper Topic suggestions are located within the module pages

Submit the proposed Term Paper Topic to the Dropbox no later than Sunday 11:59 PM EST/EDT of Module 2.

In your Term Paper, be sure to address the following:

- Background and historical perspective on your topic
- Current issues related to your topic
- Your professional experiences/opinions about your topic
- Make sure to use properly cited academic references to support this information

Expect to take approximately 6-8 pages (double-spaced, 12-point font) to complete this assignment. Your work will be graded on completeness, clarity, originality, interest, grammar, spelling, and punctuation.

Format of assignments should conform to the following criteria:

- Margins should be 1" in all directions.
- Papers should be double-spaced and in a highly readable 12-point font (Arial, Times New Roman, or Verdana are recommended). Headings may be larger.
- The paper must follow the academic research format (APA) and (unless otherwise specified) should include a brief abstract or executive summary that explains what the paper is about.
- Format for in-text citations and the Reference page should also follow APA style.

Submit the Term Paper to the Dropbox no later than Sunday 11:59 PM EST/EDT of Module 7. (This Dropbox basket is linked to Turnitin.)
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Fails Expectations (0-21 points)</th>
<th>Meets Expectations (20-22 pts.)</th>
<th>Exceeds Expectations (23-25 pts.)</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>Position or thesis lacks credibility, arguments are not clear or not well supported, sources are not credible or do not support arguments.</td>
<td>Position or thesis is credible, sources are credible.</td>
<td>Position or thesis is very credible, logical, and research sources are credible and sufficient to support arguments.</td>
<td>__/25</td>
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<tr>
<td>Organization and Clarity</td>
<td>Concepts presented are unclear or difficult to understand; paper is disorganized and does not follow logical progression.</td>
<td>Concepts presented are not organized logically, no coherent summary.</td>
<td>Concepts presented are clearly organized and easy to understand, early information leads to later information, coherently summarized.</td>
<td>__/25</td>
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<td>Creativity and Interest</td>
<td>Presents ideas that are clichéd or imitative, does not make topic interesting for reader.</td>
<td>Presents widely accepted ideas or discusses topics that are already well known without much attention to original content or reader interest.</td>
<td>Presents new ideas and/or old ideas in interesting ways, writing style is formal but maintains interest, includes real-world applications.</td>
<td>__/25</td>
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<td>Grammar, Spelling, Punctuation, and APA Formatting</td>
<td>Grammar, spelling, punctuation and/or APA formatting are inappropriate, incorrect and/or unprofessional.</td>
<td>Grammar is appropriate, few spelling, punctuation, or APA formatting errors.</td>
<td>Grammar is appropriate, spelling, punctuation, and APA formatting is accurate.</td>
<td>__/25</td>
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<td>Total</td>
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