**Organizational Structure** **Corporate Organizational Chart Assignment #1**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| CATEGORY |  | **20** |  | **10** |  | **5** |  | **1** |  |  |
| **Required****Elements** |  | The charts include all required elements as well as additional information. |  | All required elements are included on the charts. |  | All but 1 of the required elements is included on the charts. |  | Several required elements were missing. |  |  |
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| **Use of Class****Time** |  | Used time well during each class period. Focused on getting the project done. |  | Used time well during each class period. Usually focused on getting the project done. |  | Used some of the time well during each class period. There was some focus on getting the project done. |  | Did not use class time to focus on the project. |  |  |
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| **Organization** |  | All parts of both organization charts are clearly organized. |  | Both charts are adequately organized but order could be slightly better. |  | One chart is not clearly or logically organized. |  | Organization charts are weak and poorly organized. |  |  |
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| **Mechanics** |  | Capitalization and punctuation are correct throughout the charts. |  | There is 1 error in capitalization or punctuation. |  | There are 2 errors in capitalization or punctuation. |  | There are more than 2 errors incapitalization orpunctuation. |  |  |
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| **Additional****Information** |  | Charts are clearly labeled as to type as well as comment regarding industry. |  | Both charts correctly identified but comment regarding industry is unclear. |  | Only one chart correctly identified and comment is missing. |  | Neither chart is identified as to type, weak comment provided regarding industry. |  |  |
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**Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Maximum 100 Points**