



Tips for Following the Rubric / Instructions

1. Before you begin an assignment read over the rubric and the assignment instructions.... twice. Highlight important items.
2. Consider making an outline of the components of your assignment, comparing the requirements in the rubric and instruction guidelines.
3. Immediately ask for clarification if the rubric or instructions do not seem clear.
4. Pay attention to the details of the rubric and instructions, add no more and no less. Examples include:
 - a. If the paper is to focus on the author's health promotion, with a little family history for context, make sure most of the paper is about the author's health promotion. Any family history should be to clarify the author's health promotion.
 - b. Word or page count is important. It is not a suggestion! Stick to the limit.
 - c. Make sure each required topic is addressed in your paper, in the order given from the instructions.
 - d. Plan to turn your assignment in before the due date/time.
5. Make grading your paper easy for the instructor by writing the paper in the order outlined in the rubric / instructions.
6. Use the same words as the instructions / rubric to introduce your topics such as:
 - a. Instructions / rubric says, "States purpose of the paper"; the student would write "The purpose of this paper is....."
 - b. Consider using the rubric sentences (see above) as the header or beginning sentences for each paragraph, like an outline. Then go back and fill in the content of each paragraph as you write the paper.
7. Keep the rubric and instructions beside the computer as you work, marking off each section as you complete it.
8. After completing the assignment check for grammar, spelling, punctuation, and APA formatting. Wait a day after completing the assignment to do the final proofreading if possible.