

Rubric for Ethical Standards

Student ID _____

BCom Learning Goal 4

Integrity and Ethics: Graduates demonstrate intellectual integrity, understanding of ethics (in scholarship and professional contexts) and corporate, social and environmental responsibility.

BCom Learning Objective 4b

Demonstrate ethical academic standards in written reports.*

Trait	Exemplary	Satisfactory	Unsatisfactory	E/S/U
Access required information	Accesses information using effective, well designed search strategies and most appropriate information resources	Accesses information using simple search strategies; retrieves information from limited and similar sources	Accesses information randomly; retrieves information that lacks relevance and quality	
Critically evaluate information and its sources	Thoroughly (systematically and methodically) analyses own and others' assumptions and carefully evaluates the relevance of contexts when presenting a position	Questions some assumptions and identifies several relevant contexts when presenting a position. May be more aware of others' assumptions or one's own (or vice versa)	Shows an emerging awareness of assumptions (sometimes labels assertions and assumptions). Begins to identify some context when presenting a position	
Use information effectively to accomplish a specific purpose	Communicates, organises and synthesises information from sources to fully achieve a specific purpose with clarity and depth	Communicates and organises information from sources. The information is not yet synthesised, so the intended purpose is not fully achieved	Communicates information from sources. The information is fragmented and/or used inappropriately (misquoted, taken out of context, or incorrectly paraphrased etc.) so the intended purpose is not achieved	
Assess and use information ethically and legally	Correctly uses all the following information-use strategies: citations and references, choice of paraphrasing, summary or quoting, using information in ways that are true to original context, distinguishing between common knowledge and ideas requiring attribution. Demonstrates a full understanding of all the ethical and legal restrictions on the use of published, confidential and/or proprietary information.	Correctly uses several of the following information-use strategies: citations and references, choice of paraphrasing, summary or quoting, using information in ways that are true to original context, distinguishing between common knowledge and ideas requiring attribution. Demonstrates understanding of most of the ethical and legal restrictions on the use of published, confidential and/or proprietary information.	Correctly uses few or none of the following information-use strategies: use of citations and references, choice of paraphrasing, summary or quoting, using information in ways that are true to original context, distinguishing between common knowledge and ideas requiring attribution. Demonstrates little understanding of the ethical and legal restrictions on the use of published, confidential and/or proprietary information.	

*It is recommended that this rubric be used in conjunction with rubrics relating to LG 2 (Communication skills: Graduates can communicate complex ideas effectively and accurately in a range of contexts).