George Mason University College of Education and Human Development Elementary Education

ELED 559.DL3 – Research and Assessment in Elementary Education Spring 2022 (1 cr); Summer 2022 (2 cr) Thursday, 4:30-7:10 (Synchronous)

Faculty

Name: Seth Parsons, PhD
Office Hours: By Appointment
Office Location: Thompson 1405
Office Phone: 703-993-6559
Email Address: sparson5@gmu.edu

Prerequisites/Corequisites

Admission into Elementary Education program; Capstone course for degree must be taken last in programmatic sequence.

University Catalog Course Description

Provides teacher candidates an understanding of research paradigms utilizing systematic evidence to improve practice and further skills in assessment of learning outcomes. Emphasizes linking research and practice, making instructional decisions based on systematically collected data.

Course Overview

This course is designed to help teacher candidates understand various research paradigms utilizing research literature and systematic evidence to improve teacher practice and to further their skills at assessment of learning outcomes. Course emphasizes linking research and practice and making instructional decisions based on systematically collected data.

Course Delivery Method

This course will be delivered online using both synchronous and asynchronous formats via Blackboard Learning Management system (LMS) housed in the MyMason portal, Zoom, and Google Drive. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on January 24th, 2022. Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.

The primary purpose of this course is for you to learn how to conduct action research and apply it in your classroom in order to improve your teaching and your students' learning. This student-centered, project-based course requires a combination of asynchronous and synchronous learning and individual conferencing. Your research questions and methodology will be the focus of the course and will drive readings, classroom discussions, peer review activities, reflections, and the action research project that you complete.

Please be aware that this course is not self-paced. Online classes are considered regular instructional time and the assignments given are the equivalent of a full in-class session. The online classes involve research, use of professional web sites, peer review, email with the instructor and classmates, readings, writing reflections, and other assignments. In general, we will engage in four activities across the course: 1) Mini-lectures, activities, and discussions related to research methods led by the instructor and course participants and supported by course text and selected readings; 2) Discussions of the week's readings led by the instructor and course participants; 3) Class and peer review group meetings in which students concentrate on selected readings, provide feedback and support for each other's writing and research processes, and share how they have presented their research efforts to authentic audiences; 4) Individual, small group, and whole group meetings to discuss research efforts.

Students are expected to meet *specific deadlines* and *due dates* listed in the Class Schedule section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due. The purpose of the draft research project sections and the peer review sessions will be to support completion of our action research projects and provide opportunities for us to learn about and analyze methods and techniques of action research. You will be expected to post your own assignments and respond to peers' feedback in accordance with the scheduled provided.

Students may schedule a one-on-one meeting to discuss course requirements, content, or other course-related issues. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

Technical Requirements

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:
 - https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers
 - To get a list of supported operation systems on different devices see: https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems
- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students will need a headset microphone for use with the Zoom web conferencing tool.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download:
 - Adobe Acrobat Reader: https://get.adobe.com/reader/
 - o Windows Media Player: https://support.microsoft.com/en-us/help/14209/get-windows-media-player
 - o Apple Quick Time Player: www.apple.com/quicktime/download/

Expectations

• Course Week:

Our course week will begin on the day that our synchronous meetings take place as indicated on the Schedule of Classes.

• Log-in Frequency:

Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 3 times per week. In addition, students must log-in for all scheduled online synchronous meetings.

• Participation:

Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.

• <u>Technical Competence:</u>

Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.

• Technical Issues:

Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.

• Workload:

Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.

• <u>Instructor Support:</u>

Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

• Netiquette:

The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words*. Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.

• Accommodations:

Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

Learner Outcomes or Objectives

A. Students will be able to:

- 1. Articulate the role of systematic evidence in the improvement of teaching and learning.
- 2. Use educational research literature as a basis for reflecting on and improving their teaching practice.
- 3. Make explicit linkages between research and assessment practice.
- 4. Distinguish between the purposes and methods of theoretical, applied, and action research as well as quantitative and qualitative research.
- 5. Explain the fundamentals of validity and reliability, and articulate the potential threats to validity within various research paradigms.

- 6. Critique the quality of research studies within various paradigms.
- 7. Describe the purpose and cycle of action research, specifically in relationship to assessment of their learners.
- 8. Design appropriate and authentic assessments and analyze student data.
- 9. Design an action research study based on research and student assessments.
- 10. Use technology to assist in locating, using, conducting research, and analyzing data.

B. Outcomes and Standards (see below)

Learning Outcomes	InTASC Standards	
1	2, 3, 4, 5, 6, 9, 10	
2	9, 10	
3	6, 9	
4	6,	
5	6	
6	6, 9, 10	
7	6, 7, 9	
8	6	
9	6, 7, 9	
10	4	

PROFESSIONAL STANDARDS

Upon completion of this course, students will have met the following professional standards:

INTASC

Standard #2: Learning Differences. The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

Standard #3: Learning Environments. The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

Standard #4: Content Knowledge. The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.

Standard #5: Application of Content. The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

Standard #6: Assessment. The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.

Standard #7: Planning for Instruction. The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

Standard #8: Instructional Strategies. The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Standard #9: Professional Learning and Ethical Practice. The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the

community), and adapts practice to meet the needs of each learner.

Standard #10: Leadership and Collaboration. The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

Required Texts

Mills, G. E. (2017). Action research: A guide for the teacher researcher (6th ed.). Pearson

Recommended Texts

APA guidelines are available online at http://owl.english.purdue.edu/owl/resource/560/01/

Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor.

ASSIGNMENTS SPRING 2021

Assignment	Points	Due Dates
1. Attendance and Participation [Outcomes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10]	40	Ongoing
2. Component Drafts: [Outcomes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10]		
a. Part One: Rationale and Research Question(s)		
- Draft Due: Mar 3		
b. Part Two : Annotated Bibliography 1	60	Ongoing
- Draft Entries 1-5 Due: Feb 10	60 (15 anah)	
- Draft Entries 6-10 Due: Feb 17	(15 each)	
c. Part Three: Context and Instructional Change		
- Draft Due: Mar 3		
d. Part Four: Data Collection and Student Assessment		
- Draft Due: Mar 17		
TOTAL	100 points	

ASSIGNMENTS SUMMER 2021

1. Attendance and Participation	18	Ongoing
[Outcomes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10]		
2. Component Drafts: [Outcomes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10]	30	Ongoing
a. Part Five: Data Analysis		
- Due Apr 27		
b. Part Six: Findings and Implications		
- Due May 18		
3. Final Action Research Report (PBA)	42	June 2
[Outcomes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10]		
4. Action Research Poster and Presentation	10	June 2
[Outcomes 1, 2, 3, 7]		
TOTAL	100	

Assignments and/or Examinations

Note: I reserve the right to add, alter, or omit any assignment as necessary during the course of the semester. You will always receive advanced notice of any modifications.

- O All written papers are expected to be double-spaced, with 1" margins, and in 12-point font (Times New Roman, Calibri, or Arial). APA format is expected. If you do not have a 6th Edition APA manual, the OWL at Purdue is an excellent resource. http://owl.english.purdue.edu/owl/resource/560/01/
- Please Note: The GMU Writing Center offers online support via email. They will provide feedback on your writing within one hour. Graduate and professional writing can be difficult; I encourage you to take advantage of this service.
 http://writingcenter.gmu.edu/?page_id=177
- All assignments and online activities are to be completed by the date listed in the syllabus. Written work will not be accepted after the due date unless prior arrangements have been made with the instructor. Drafts should be submitted electronically via Google Drive and are due as indicated on the course syllabus schedule. Please use google docs to submit these drafts—not Microsoft Word.

Assignment 1: Component Drafts (SPRING/SUMMER)

These sections **must be submitted by their due dates** throughout the semester for formative feedback. They are worth 15 points each. Late assignments will receive 0 points.

SPRING 2021 Part One: Rationale and Research Question(s)

Describe the origin of your inquiry? From what has your research question emerged? What question(s) are you asking?

SPRING 2021 Part Two: Annotated Bibliography

Review the literature relevant to your question. What does it tell you about your area of inquiry? What tensions exist in the studies? How do they shape your question?

SPRING 2021 Part Three: Context and Instructional Change

Describe your school, community, classroom and student population; and Describe the instructional change.

SPRING 2021 Part Four: Data Collection and Student Assessments

Describe how you will collect data to answer your research question(s). This should include includes formative and summative assessments designed to gather that data. Your data collection should include one survey and at least one interview—either informing the rationale for the research or supporting the research question directly.

- How might you consider collecting data on your students' achievement, engagement, and efficacy with your teaching and subject area?
- What sort of timeline might you follow to complete your project?
- How might you involve your students in the identification of a teaching/research challenge, in the identification of research questions, in data collection methods, in data analysis methods, and/or in sharing findings of your project?
- Who might your 5-7 potential case study students be?
- What will be your specific teaching interventions?
- What will be your primary data collection methods? How might you triangulate the data collection in your study?

- How might you ensure that your study is valid and your data collection techniques are reliable?
- How might you ensure that you have met any ethical challenges associated with conducting research on your teaching and followed your school's ethics policy regarding the collection of data?

SUMMER 2021 Part Five: Data Analysis Describe how you analyzed your data.

SUMMER 2021 Part Six: Findings and Implications

What do the patterns and outliers have you noticed in your data? What does your data tell you about the implications of your project—for you as a teacher, for your colleagues, for teacher education, and for educational policy? What should happen in your classroom, based on the results of your project so far? With whom might you share your project methods and results? What sense have your students made of your project methods and results?

Assignment 2: Action Research FINAL Report —PBA Requirement (SUMMER)

This is the major assignment for this class and is the Performance Based Assessment (PBA) for the course. The final written report will include the sections above for a total of six sections. Points will also be earned for quality of writing and use of APA style in FINAL REPORT. See attached rubric.

- Part One: Rationale and Research Question(s)
- Part Two: Annotated Bibliography
- Part Three: Context and Instructional Change
- Part Four: Data Collection and Student Assessments
- Part Five: Data Analysis
- Part Six: Findings and Implications

Assignment 3: Action Research Poster Presentation (SUMMER)

You will present your action research at a symposium at the end of the summer course. This presentation will be based on your written final report (see above). For the symposium, you will prepare a conference-style PowerPoint and one-page handout for your audience.

Other Requirements

Attendance:

- This course operates with the assumption that knowledge is socially constructed and the most meaningful learning opportunities are those where you have the opportunity to offer and explore diverse perspectives with peers. To do this it is expected that you attend all synchronous classes and complete all asynchronous assignments by the due dates assigned as outlined within the syllabus.
- O Absence from class to observe a religious holiday, to serve jury duty, or to participate in required military service, and medical emergencies are exceptions to the above policy. If you anticipate being absent for any of these reasons, please make arrangements at least 48 hours in advance. In addition, you are expected to be on time to class each week unless advance notice has been provided to the instructor.

Participation:

- Participation is calculated through a combination of attendance, in-class participation, and completion of asynchronous tasks.
- You are expected to contribute to both class and online discussions and activities as well as genuinely listen to peers as they do the same. In addition, you are expected to be prepared for each class, which means having completed all assigned readings and tasks for that class.
- When you are using cell phones, laptops, etc., please be respectful of your peers and your instructor and do not engage in activities that are unrelated to class. Such disruptions show a lack of professionalism and may affect your participation grade.
- You must actively check Blackboard and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least three times a week.

Grading

94-100 = A	90-93 = A-	88-89 = B+	81-87 = B	70-80 = C	Below $70 = F$

Professional Dispositions

See https://cehd.gmu.edu/students/polices-procedures/

Students are expected to exhibit professional behaviors and dispositions at all times. (See Elementary Education Program Handbook).

Class Schedule

Date	Readings	Topics and Activities	Assignment Due
Jan 27	Text:	- Introductions, Course Structure,	
synchronous	Mills ch. 1	Syllabus	
	Bb:	- Norm Setting for Class Meetings and Feedback; Using Online Tools	
	Sample AR Papers	- Understanding Google Drive	
		- Why Action Research	
		- Components of Teacher Research	
		- Reflecting on "Wonderings"	
Feb 3	Text:	- Using the literature to explore	Bring a list of 3-5
synchronous	Mills ch. 3	"wonderings" and guide question construction	wonderings to class
Feb 10	Mills ch. 4	- Refining our wonderings	Annotated Bib
asynchronous/ individual		- Using the literature to refine our wonderings	Sources 1-5
conferences		wondernigs	
Feb 17		- Refining our wonderings	Annotated Bib
asynchronous		- Using the literature to refine our	Sources 6-10
		wonderings	
Feb 24	Bb:	- Writing a Rationale, Research	
synchronous	Sample AR Sections	Questions, and Context and Change	
Mar 3	Text:	- Data Collection Techniques	Draft: Sections 1 & 3
synchronous	Mills ch. 5	Quantitative	
	D1		
	<i>Bb:</i> Sample Data		
	Collection sections		
Mar 10	Text:	- Data Collection TechniquesQualitative	
synchronous	Mills ch. 6		
	Bb:		
Mar 17	Sample AR Sections	Define date callestian to building	Draft Sastian 1
asynchronous/		- Refine data collection techniques	Draft: Section 4
individual			
conferences			
Mar 24		No Class – IT, data collection	
No class			
		No Class FCDS Spring Dread	
		140 Class – PCFS Spring Dreak	
meeting			
conferences Mar 24 No class meeting Mar 31 No class		No Class – IT, data collection No Class – FCPS Spring Break	

Apr 7 optional individual conferences		No Class – IT, data collection	
Apr 14 No class meeting		No Class – IT, data collection	
Apr 21 synchronous	Text: Mills ch. 7 Bb: Sample AR Sections	 Data Analysis Techniques Constructing findings & implications 	
April 28 asynchronous		- Begin data analysis	Draft: Sections 5
May 5 asynchronous/ individual conferences		- Refine data analyses	
May 12 synchronous	Text: Mills ch. 9	- Preparing final papers and presentations	
May 19 asynchronous		- Preparing final papers and presentations	Draft: Section 6
May 26 asynchronous		- Preparing final papers and presentations	
June 2 synchronous		- Final Presentations Sharing Symposium	Final Report & Final Presentation

Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: http://cehd.gmu.edu/values/.

GMU Policies and Resources for Students

Policies

- Students must adhere to the guidelines of the Mason Honor Code (see https://catalog.gmu.edu/policies/honor-code-system/).
- Students must follow the university policy for Responsible Use of Computing (see https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/).

- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see https://ds.gmu.edu/).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to <u>viahelp@gmu.edu</u> or https://cehd.gmu.edu/aero/assessments. Questions or concerns regarding use of Blackboard should be directed to https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/.
- For information on student support resources on campus, see https://ctfe.gmu.edu/teaching/student-support-resources-on-campus

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:

As a faculty member, I am designated as a "Responsible Employee," and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason's Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason's Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.

For additional information on the College of Education and Human Development, please visit our website https://cehd.gmu.edu/students/.

Action Research Rubric

Levels/Criteria	Action Research Rubric Levels/Criteria 6 4 2						
Introduction:	The problem is described in	The problem is adequately	The problem is not				
Describes the	details. The description fully leads	described. The description	adequately described. It				
problem. Clear	the reader to the research question.	partially leads the reader to	does not lead the reader to				
research question	The research question is clear. It is	the research question. The	the research question. The				
stated.	measurable. The significance of	research question is vague.	research question is				
Significance of	the problem is addressed fully. It is	It is measurable. The	unclear. It is not				
problem is	clear why this is an important	significance of the	measurable. The				
addressed.	problem to study.	problem is adequately	significance of the				
InTASC 9		addressed, but it is not	problem is unfocused and				
		clear as to why this is	rambles. It is not clear				
		important.	why this is an important				
		_	topic to study.				
Annotated	At least nine to ten research studies	Five to eight research	Less than five research				
Bibliography:	are used to support the literature	studies are used. At least	studies are used. The				
Research studies	review. These are from respectable	one of them is from a	articles are not from				
are used.	journals. The studies are	respectable journal. The	respectable journals. The				
Studies relate to	appropriate for the topic and	studies are somewhat	studies are not appropriate				
the research	research questions. Bibliography	appropriate for the topic	for the topic or research				
question.	is in APA style with no errors.	and research question.	question.				
InTASC 9		Bibliography follows APA					
		style with no more than two errors.					
Context and	The setting is fully described. It	The setting is adequately	Setting is not included or				
Intervention	includes, size of school, location,	described. Most	inadequately described. It				
Provided:	grade level, subject taught, etc. All	information is included,	is not clear where the				
Setting	pertinent information is included.	but not all.	research will be				
Described.	The population is fully described.	The population is	conducted.				
Population	It includes number of students,	adequately described.	Population is not included				
identified.	gender and ethnic breakdown,	Most information is	or inadequately described.				
Intervention.	grade levels, academic abilities,	included, but not all.	It is not clear who will be				
InTASC 9	etc. Information relevant to the	Intervention is adequately	participating in the				
	research is included.	described, but either the	research study.				
	Intervention is fully described. It is	description of the	There is no intervention or				
	clear what the intervention is and	intervention or the	implementation explained				
	how it will be implemented.	implementation is	or the intervention does				
	Intervention is realistic.	confusing.	not align with the research				
December Device	The mostle delegant to accomp	True af 41 - 41 1	question.				
Research Design:	The methodology chosen	Two of the three stated	None or one of the criteria				
Design of study matches goals.	(quantitative, qualitative, mixed methods) is appropriate for the	criteria are adequate. Formative and summative	is adequate. The research is not ethical.				
Formative and	research question. There is	assessments are included	Either formative or				
Summative	adequate time allowed for data	in the design. Copies are	summative assessments				
Assessments	collection. The treatment is	not included and they are	are included, but not both.				
included.	reasonable and ethical.	not well described.	Copies are not included				
Data sources	There is a mixture of formative and	Most, but not all, of the	and they are not well				
appropriate.	summative assessments included in	data sources are	described.				
InTASC 9	the design. They are well-	appropriate.	The majority of the data				
	described or a copy is included.	_	sources are not				
	All data sources are appropriate for		appropriate for the				
	the research question. The		research question. Data				
	information collected will help		collected is not ethical.				
	answer the question.						

Levels/Criteria	6	4	2
Analysis of Data: Appropriate analysis for data collected. <i>InTASC</i> 9	The entire analysis of the data is appropriate. The information gathered addresses the research question.	The majority of the analysis is appropriate. However, it is not clear how other parts were analyzed.	The analysis is inappropriate or not well-defined.
Findings and Implications: Findings are presented clearly. Implications from data proposed. Connects back to the findings. InTASC 9	Findings are presented in a clear format. Key findings are thoroughly discussed. Implications from the data are well-developed and fully discussed. The implications are connected back to the results of the data analysis.	Findings are presented in an appropriate format, although they could be clearer. Key findings are discussed in general terms. Implications from the data are adequately discussed. It is clear the student is able to interpret the findings. However, the implications are not tied back to the results.	Findings are not presented in a clear format or are absent. Key findings are not adequately discussed. Implications from the data are inadequately discussed. It is not clear the student is able to interpret the findings. The implications are not tied back to the results.
Overall Style: Clear, concise writing. Grammar and punctuation. Multiple levels of headings used to organize ideas. InTASC 9	The writing is very clear and concise. The reader can understand what the problem is and how the research will address it. There are no grammar and punctuation errors. There is evidence of multiple levels of headings. These are used appropriately in all instances.	The majority of the writing is clear and concise. There are one to three grammar and punctuation errors. There is evidence of multiple levels of headings. These are used appropriately in the majority of instances.	The majority of the reading is vague and unclear. The reader has difficulty seeing the connections between the various sections. There are four or more grammar and punctuation errors. There is no evidence of multiple levels of headings or these are used inappropriately in the majority of instances.