

BBA Locating, Evaluating and Using Information Rubric

	Level 1	Level 2	Level 3	Level 4
Seeks Information	Consults an insufficient number of quality sources	Gathers information from a limited range of sources; may rely too much on one kind of source	Gathers good information from a variety of sources; may have missed a few	Gathers optimal information from a variety of quality electronic and print sources, including ABI Inform
Evaluates Information	Shows no evidence of understanding what information is useful or of good quality	Uses some quality sources, but uses too many that are poor or tangential	Does a good job evaluating the quality and usefulness of sources	Evaluates and selects only the best sources for usefulness and quality
Uses Information	Reaches conclusions that do not have enough support. Question or problem ineffectively resolved. Most necessary idea/points are missing	Conclusions could have been better supported. Question or problem minimally resolved. Some necessary ideas/points are missing	Uses information to draw appropriate conclusions, answer a question, or solve a problem. Some minor ideas/points are missing	Uses information effectively to draw appropriate conclusions, and optimally answer a question or solve a problem. All relevant ideas/points included
Sources Information	Materials are clearly plagiarized, either intentionally or through ignorance	Documentation is improperly constructed or absent body of paper and/or bibliography	Documents with care (in body of paper and bibliography) although a few errors are noted	All ideas, text and media are properly cited (in body of paper and bibliography), following a recognized style