

## Pirate Voyage Letter of Intent Rubric

Name \_\_\_\_\_

Part of Letter	Points Awarded/Points Possible	Comments
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Return Address/Date	/5	
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(street address, city/state/zip, date)

Recipient's Address	/5	
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(steering committee, A.H.S., address)

Salutation	/5	
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(Dear Members of the Steering Committee:)

Body Paragraph #1	/10	
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(topic, why, learning expectations)

Body Paragraph #2	/10	
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(paper topic, ideas, interviewee, sources)

Body Paragraph #3	/20	
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(paper vs. project, project description, cost, time commitment, documentation, what will be submitted for a grade)

Body Paragraph #4	/5	
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(understanding of plagiarism)

Body Paragraph #5	/5	
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(understanding of deadlines, consequences of late work)

Closing	/5	
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(Sincerely, - or equivalent)

Signature of Student	/5	
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(first and last name)

Student Name Printed	/5	
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(first and last name)

Signature of Parent	/5	
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(first and last name, to the right of student signature and closing)

Full Block Format	/10	
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(font, size, spacing, no indentations)

On Time	/5	
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(Due Date: \_\_\_\_\_)

<b>TOTAL:</b>	<b>/100</b>	
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**Letter Grade:**

Note: If you are a Running Start student, this assignment will not appear on Skyward until second semester.