

<b>Criteria</b>	<b>1</b> <b>Improvement Needed</b> Does not demonstrate understanding and application of the competency.	<b>2</b> <b>Emerging</b> Demonstrates limited understanding and application of the competency.	<b>3</b> <b>Basic</b> Demonstrates basic understanding and application of the competency, with room for improvement.	<b>4</b> <b>Proficient</b> Demonstrates solid understanding and application of the competency.	<b>5</b> <b>Advanced</b> Demonstrates thorough understanding and application of the competency, with some areas of excellence.
Email includes an appropriate subject line.					
Email includes an appropriate, professional greeting to the professor.					
Email body is focused on asking professor for an extension on a course assignment.					
Email body is 4-6 sentences long.					
Email body has a professional tone.					
Email includes an appropriate, professional sign-off.					
Email signature includes name, student number, and institution information.					
Email elements have proper grammar, spelling, and punctuation.					