

BUSINESS ETHICS RESEARCH REPORT

(To be used in conjunction with the assessment developed for Standard 5A.I)

Performance Standard 5B.I

Each student will analyze the information gathered for the research report from 5A.I and will select the information to include in the report, based on the criteria for determining accurate and appropriate evidence accordingly:

- *Analyzing sources:* analyze sources found and select for inclusion those that meet the requirements for accuracy, currency and reliability; find acceptable sources.
- *Developing works cited/bibliography:* format entries on the works cited/bibliography list; arrange entries in alphabetical order; include corresponding parenthetical notation(s) in the text of the report.
- *Recording parenthetical notation:* include correct information; insert properly into the text; punctuate properly.

Procedures

1. ***In order to analyze and evaluate information acquired from various sources (5B)***, students should experience sufficient learning opportunities to develop the following:

- Analyze and evaluate information.
- Use criteria (e.g., accuracy, currency, reliability) to evaluate primary and secondary sources (e.g., juried article, edited text, reputation of author/publisher).
- Cite the source(s) of all direct quotations and paraphrased/summarized information.
- Develop a bibliography and a source(s) cited page using an appropriate format.

Conducting research and communicating it effectively with colleagues is an important skill in the business world. Determining credible sources and writing succinctly are valuable skills for business employees to possess. This assessment addresses Illinois Workplace Skills D4 (Communicating on the Job/Prepare written communication), E1 (Interpreting the Economics of Work/Identify the role of business in the economic system), E3 (Demonstrating Work Ethics and Behavior/Describe responsibilities of employer or management) and J10 (Demonstrating Work Ethics and Behavior/Apply ethical reasoning).

2. Have business students review and discuss the assessment task and how the rubric will be used to evaluate their work.
3. The class will brainstorm criteria for reliability, currency and accuracy of information.
4. The student will be familiar with proper formatting of works cited/bibliography entries (e.g., APA, MLA) to be used in this project.
5. The student will be familiar with proper formatting of parenthetical notation (e.g., APA, MLA) to be used in this project.
6. The student will develop a bibliography of sources for the business ethics research report assignment, using all available resources, both print and non-print.
7. The business student will evaluate each source of information according to the criteria for reliability, currency and accuracy and will discard any sources that do not meet those criteria.
8. The student will develop proper works cited/bibliography entries for each acceptable source, using the designated format.
9. The student will develop the proper parenthetical notation entry (placement in text, required information, punctuation) for each block of evidence/data used in the research report, using the designated format.
10. Evaluate each student's performance using the rubric. Add each student's scores to determine the performance level.

Examples of Student Work

- [Meets](#)
- [Exceeds](#)

Time Requirements

- The proper reporting and formatting of information in the text of the research report should be completed during the writing of the draft of the report. Time requirement is included in 5A - Stage I.

Resources

- Copies of the documentation format
- Print and non-print resources from which to gather information
- Copies of the brainstormed criteria for accuracy, currency and reliability of information
- Examples of acceptable formatting of the bibliographic and parenthetical notation entries (optional)
- Business Ethics Research Report Rubric

BUSINESS ETHICS RESEARCH REPORT

NAME _____ DATE _____

- Exceeds standard (must receive 11 - 12 total points)
- Meets standard (must receive 8 - 10 total points)
- Approaches standard (must receive 5 - 7 total points)
- Begins standard or absent (must receive 3 - 4 total points)

	Analysis of Sources	Works Cited/Bibliography	Parenthetical Notation
4	<ul style="list-style-type: none"> • The student shall be able to correctly analyze all sources found and select for inclusion only those that meet the requirements for accuracy, currency and reliability. • The student shall find three or more acceptable sources. 	<ul style="list-style-type: none"> • All entries on the works cited/ bibliography list shall be correctly formatted. • All entries shall be arranged in proper alphabetical order. • All entries shall have corresponding parenthetical notation(s) in the text of the report. 	<ul style="list-style-type: none"> • All parenthetical notations contain correct information. • All notations are properly inserted into the text. • All notations are properly punctuated.
3	<ul style="list-style-type: none"> • The student shall be able to correctly analyze most sources found. One source may not meet the requirements for accuracy, currency and reliability. • The student shall find two acceptable sources. 	<ul style="list-style-type: none"> • Most entries on the works cited/bibliography shall be correctly formatted. Some minor errors in punctuation or occasional omission of information may occur. • All entries shall be arranged in proper alphabetical order. • Most entries shall have corresponding parenthetical notation(s) in the text. 	<ul style="list-style-type: none"> • Most parenthetical notations contain correct information. • Most notations are properly inserted into the text. • Most notations are properly punctuated.
2	<ul style="list-style-type: none"> • The student shall be able to correctly analyze some sources found. The list may include both acceptable and unacceptable sources, based on the criteria. • The student shall find one acceptable source. 	<ul style="list-style-type: none"> • Some entries on the works cited/bibliography shall be correctly formatted. Some significant errors or omissions may occur. • Most entries shall be arranged in proper alphabetical order. • Some entries may not have corresponding parenthetical notation(s) in the text. 	<ul style="list-style-type: none"> • Some parenthetical notations contain correct information. • Some notations are properly inserted into the text. • Some notations are properly punctuated.
1	<ul style="list-style-type: none"> • The student shall be able to analyze few or no sources correctly. • The student shall find one or no acceptable sources. 	<ul style="list-style-type: none"> • Few or no entries on the works cited/bibliography shall be correctly formatted. Many significant errors or omissions may occur. • Entries are not listed in alphabetical order. • Few or no entries have corresponding parenthetical notation(s) in the text. 	<ul style="list-style-type: none"> • Few or no parenthetical notations contain correct information. • Few or no notations are properly inserted into the text. • Few or no notations are properly punctuated.
Score			