

### OL 620 Module Eight Short Paper Guidelines and Rubric

Write a short paper addressing telecommuting as a work arrangement. Begin by thoroughly reading the assigned chapters, including the case study “Telecommuting at MedEx” at the end of Chapter 13 of your textbook. Then write a short paper that addresses the following:

- How would offering **telecommuting as an option** benefit MedEx and its employees?
- List and explain the **advantages, disadvantages, and challenges** in offering telecommuting.
- Would you **recommend** telecommuting for MedEx? Why or why not?

**Guidelines for Submission:** Your paper must be submitted as a 2- to 3-page Microsoft Word document (in addition to a cover page and references) with double spacing, 12-point Times New Roman font, and one-inch margins. Use at least three sources, which should be cited according to APA style.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
<b>Telecommuting as an Option</b>	Meets “Proficient” criteria and provides thorough rationale with relevant and specific examples	Indicates opinion as to whether telecommuting as an option would benefit MedEx and provides relevant and/or specific details in explanation	Indicates opinion, but the explanation is irrelevant or lacks specific details	Does not indicate opinion as to whether telecommuting as an option would benefit MedEx	30
<b>Telecommuting Advantages, Disadvantages, and Challenges</b>	Meets “Proficient” criteria and provides thorough rationale with relevant and specific examples	Indicates opinion as to whether there are advantages, disadvantages, and challenges in offering telecommuting and provides relevant and/or specific details in explanation	Indicates opinion, but the explanation is irrelevant or lacks specific details	Does not indicate opinion as to whether there are advantages, disadvantages, and challenges in offering telecommuting	30
<b>Recommendations</b>	Meets “Proficient” criteria and makes thorough recommendations with relevant and specific details in explanation	Makes recommendations related to a telecommuting option for MedEx and provides relevant and/or specific details in explanation	Provides recommendations, but the explanation is irrelevant or lacks specific details	Does not provide recommendations related to a telecommuting option for MedEx	30
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy to read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
<b>Total</b>					<b>100%</b>