



CJ 520 Milestone One Guidelines and Rubric

Overview: For this assignment, due in **Module Three**, you will submit a 1–2 page document introducing the public policy issue that your departmental policy will seek to address. First, review the document [A List of Public Policy Issues](#) and select an issue. Next, review the document [Examples of Departmental Policies](#) and select a departmental policy that you plan to make improvement recommendations for to address this issue. Discuss related public policies (decisions, actions, laws, and/or positions) of both the state and federal government on the issue that you seek to address with your departmental policy. Describe your selected policy issue and the related state or federal positions or actions on the issue, and explain the connection between the departmental policy and state or federal guidance on the issue.

Prompt: Specifically, the following **critical elements** must be addressed:

- I. **Introduction:** Describe your selected public policy issue, corresponding departmental policy, and explain the connection between the public policy issue and specific departmental policy.
- II. Describe **related public policies** (decisions, actions, laws, and or positions) of both the state and federal government on the issue that you seek to address with your departmental policy.

Guidelines for Submission: Milestone One should follow these formatting guidelines: 1–2 pages in length (excluding title and reference pages), double spaced, 12-point Times New Roman font, one-inch margins, and citations in [APA style](#). Cite your sources within the text of your paper and on the reference page.

Refer to the [Criminal Justice Library Tips](#) for assistance in finding and citing outside sources.

Rubric

Please note that the grading rubric for this milestone submission is not identical to that of the final project. The Final Project Rubric will include an additional “Exemplary” category that provides guidance as to how you can go above and beyond “Proficient” in your final submission.

Critical Elements	Proficient (100%)	Needs Improvement (80%)	Not Evident (0%)	Value
Introduction	Describes the selected public policy issue, corresponding departmental policy, and explains the connection between the public policy issue and departmental policy	Describes the selected public policy issue and corresponding departmental policy, but does not sufficiently explain the connection between the public policy issue and departmental policy	Does not describe the selected public policy issue and corresponding departmental policy, or does not explain the connection between the public policy issue and departmental policy	40

Related Public Policies	Describes related public policies of both the state and federal government on the issue that will be addressed by the departmental policy	Describes related public policies of both the state and federal government on the issue that will be addressed by the departmental policy but with gaps in detail, specificity, or accuracy	Does not describe related public policies of both the state and federal government on the issue that will be addressed by the departmental policy	40
Articulation of Response	Submission has no major errors related to citations, grammar, spelling, or syntax	Submission has major errors related to citations, grammar, spelling, or syntax that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, or syntax that prevent understanding of ideas	20
Total				100%