



Position Memo Rubric

CONCERNS <i>What needs improvement</i>	CRITERIA <i>What is expected</i>	ADVANCED <i>What is excellent</i>
	Subject and Background paragraphs <ul style="list-style-type: none"> Briefly explains the significance of the issue in the context of U.S. foreign policy Clearly identifies the central question Does not summarize the case 	
	Objectives bullet points <ul style="list-style-type: none"> Lists several objectives of the department the writer represents Objectives are grounded in knowledge of the role of the department Objectives help to shape the analysis of options described in the next section 	
	Options and Analysis paragraphs <ul style="list-style-type: none"> Lists all options mentioned in the case Lists other potential options Analysis considers advantages, disadvantages, and trade-offs 	
	Recommendation and Justification paragraphs <ul style="list-style-type: none"> Clearly identifies a preferred option or options Supports the choice with appropriate analysis Explains why other options are less preferable Written with the president as the intended audience 	