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Grading for this assignment will be based on answer quality, logic / organization of the paper, and language following rubric.

Points: 100		Supporting Document 1: Memorandum to Stakeholders		
Criteria	Unacceptable	Fair	Proficient	
	Below 70% F	70-79% C	80-89% B	
1. Identify the issue(s) you discovered in the organization's mystification from individual learning to the organizational learning using the examples that you provided in Assignment 1. Weight: 25%	Did not submit or incompletely identified the issue(s) you discovered in the organization's mystification from individual learning to the organizational learning using the examples that you provided in Assignment 1.	Partially identified the issue(s) you discovered in the organization's mystification from individual learning to the organizational learning using the examples that you provided in Assignment 1.	Satisfactorily identified the issue(s) you discovered in the organization's mystification from individual learning to the organizational learning using the examples that you provided in Assignment 1.	
2. Elaborate on the significant barriers that you discovered that impact the process of learning within the organization's culture. Provide a brief description of the selected OLM (e.g., Off-line/Internal, On-line/Internal, Off-line/External or On-line/External) that will be most suitable for this transition. Justify the selection. Weight: 30%	Did not submit or incompletely elaborated on the significant barriers that you discovered that impact the process of learning within the organization's culture. Did not submit or incompletely provided a brief description of the selected OLM (e.g., Off-line/Internal, On-line/Internal, Off-line/External or On-line/External) that will be most suitable for this transition. Did not submit or incompletely justified the selection.	Partially elaborated on the significant barriers that you discovered that impact the process of learning within the organization's culture. Partially provided a brief description of the selected OLM (e.g., Off-line/Internal, On-line/Internal, Off-line/External or On-line/External) that will be most suitable for this transition. Partially justified the selection.	Satisfactorily elaborated on the significant barriers that you discovered that impact the process of learning within the organization's culture. Satisfactorily provided a brief description of the selected OLM (e.g., Off-line/Internal, On-line/Internal, Off-line/External or On-line/External) that will be most suitable for this transition. Satisfactorily justified the selection.	
3. Suggest two (2) actions that management can take in order to raise the level of trust as part of their strategy to create psychological safety. Justify your suggestions. Weight: 30%	Did not submit or incompletely suggested two (2) actions that management can take in order to raise the level of trust as part of their strategy to create psychological safety. Did not submit or incompletely justified your suggestions.	Partially suggested two (2) actions that management can take in order to raise the level of trust as part of their strategy to create psychological safety. Partially justified your suggestions.	Satisfactorily suggested two (2) actions that management can take in order to raise the level of trust as part of their strategy to create psychological safety. Satisfactorily justified your suggestions.	
4. Writing Mechanics, Grammar, and Memo Formatting Weight: 10%	Serious and persistent errors in grammar, spelling, punctuation, or memo formatting.	Partially free of errors in grammar, spelling, punctuation, or memo formatting.	Mostly free of errors in grammar, spelling, punctuation, or memo formatting.	
5. Clarity and Coherence of Writing Weight: 5%	Information is confusing to the reader and fails to include reasons and evidence that logically support ideas.	Information is partially clear with minimal reasons and evidence that logically support ideas.	Information is more clear and generally supported with reasons and evidence that logically support ideas.	



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