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IND 201 Milestone Two Guidelines and Rubric

Overview: The concentration is another important element of the academic plan of study; it is the area in which you will develop your expertise. Concentration options are wide-ranging. For example:

- Business Administration
- Computer Information Technology
- History
- Human Resources Management
- Justice Studies
- Fashion Merchandising
- Psychology
- Advertising
- Creative Writing
- English Literature

The full list of concentration options can be found in the [BA in General Studies: Available Concentrations](#) document.

Prompt: Research the knowledge, skills, and abilities that align with your chosen concentration and will aid you in achieving your specific goal. Identify courses for your concentration that will help you develop those KSAs.

You may use the Milestone Two Worksheet to organize your content for the short paper. **This worksheet is optional.** Your submission is a short paper.

To begin, research the areas of knowledge, skill, and, ability (KSAs) that are needed to accomplish your specific goal:

- Use the [O*Net OnLine](#) website, the other resources provided in this course, and Shapiro Library. You may also interview professionals in your field that interests you.
- You must have three separate sources for this information.

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

- Knowledge, Skills, and Abilities (Three to four paragraphs)
 - State your specific goal from Milestone One.
 - Describe at least six areas of knowledge, skill or ability (**KSAs**) that are related to your specific goal. Be sure to explain how each will help you achieve your specific goal.

- Concentration and Courses (one to two paragraphs)
 - State what your **concentration** is. Please note that concentration options are limited to those listed in the [BA in Global Studies Concentrations](#) document.
 - Explain how your concentration aligns with your specific goal.
 - Identify three **courses** within your concentration that you have already completed or plan to take. Describe how each course relates to the KSAs that are related to your specific goal. Use the [SNHU Academic Catalogs](#) to identify appropriate courses.
- Bibliography
 - Create a **bibliography** that includes each resource you used to write your short paper, and cite these resources in APA format.

Rubric

Guidelines for Submission: Your short paper should be a four- to six-paragraph Microsoft Word document with double spacing, one-inch margins, and a bibliography in APA format.

Instructor Feedback: This activity uses an integrated rubric in Blackboard. Students can view instructor feedback in the Grade Center and review [these instructions](#).

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)
KSAs	Identifies a range of KSAs and demonstrates keen insight in describing how each one is related to the specific goal	Identifies KSAs and provides a general description of how each is related to the specific goal	Does not identify KSAs or describe how they are related to the specific goal
Concentration	Selects a concentration that is essential to the specific goal and based on research into the KSAs	Selects a concentration that is somewhat essential to the specific goal	Does not select a concentration, or the concentration is not essential to the specific goal
Courses	Identifies three courses that are related to the concentration and clearly articulates how the courses relate to essential KSAs	Identifies three courses that are somewhat related to the concentration and/or provides a general description of how the courses relate to essential KSAs	Does not identify three courses for the concentration or describe how the courses relate to essential KSAs
Bibliography	Uses APA citation guidelines to create a bibliography that contains at least three sources	Uses APA citation guidelines to create a bibliography, but there are minor errors in citation, or bibliography contains only one or two sources	Does not use APA citation guidelines to create a bibliography, or no bibliography is provided

Articulation of Response	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, and organization that negatively impact readability and articulation of main ideas	Submission has major errors related to citations, grammar, spelling, syntax, and organization that prevent understanding of ideas
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