

CAPSTONE PLAN RUBRIC - This rubric is designed to help students prepare their Capstone Project plans and assist instructors and mentors in the evaluation of the plans. The information in the rubric reflects the guidelines provided in the Capstone Project Handbook, and students are required to include all parts listed below in their plans. Students are expected to provide a self-evaluation of their work by completing the rubric and handing it in with each submission. The overall evaluation of the plan will be based on the following: Section I =80%, Section II = 20%, Section III - items required in final submission.

NAME: \_\_\_\_\_

TOPIC: \_\_\_\_\_  DRAFT  FINAL SUBMISSION

<b>COMPONENT SECTION I 80%</b>	<u>Beginning</u> 1	<u>Developing</u> 2	<u>Accomplished</u> 3	COMMENTS/SCORE
ABSTRACT	Does not reflect a summation of your work (or intended work).	Requires greater focus on intended activities and /or major questions or hypothesis to demonstrate the quality of your project.	Clearly summarizes the project and the proposed activities. Includes statement of major questions <i>or</i> hypothesis	
INTRODUCTION AND PROBLEM STATEMENT	Does not introduce the project effectively and lacks required components.	Incompletely developed in depth or missing some required components. Inadequate information to frame project for reader	Clearly introduces the project, includes the problem/opportunity etc. Provides background info related to the topic.	
MAJOR QUESTIONS <i>OR</i> HYPOTHESIS	No clear link between the questions and the problem statement.	Questions/hypotheses need to be refined or developed to better address the problem statement.	The critical questions to be answered or hypotheses to be tested are clearly stated and linked to the problem statement.	
PROJECT GOALS AND OBJECTIVES	Purpose and significance of the project are unclear and lack focus.	Purpose and significance of the project are presented, but require more specific focus; some consideration of long-range consequences, if any	Purpose and significance of the project clearly identified. Long range consequences, if any, are identified.	
ASSUMPTIONS AND SCOPE AND LIMITATIONS	No assumptions have been identified. Scope of project is not doable and no limitations have been noted.	The elements have not been completely thought out and addressed; resulting information inadequate to guide completion of project	Addresses any assumptions being made, describes scope of study and identifies restrictions put on the study which make it doable.	

PROJECT PLAN	Methods described will not answer the major questions or are unrealistic.	The methods to be used are acceptable, however may require modifications or additional information to demonstrate a clear relationship to the major questions, goals and objectives; inadequate plan for implementation.	The methods to be used are well developed; include type of data required, its use and appropriate analysis to address the questions asked and meet project's goals and objectives; includes acceptable plan for implementation	
LITERATURE REVIEW	Does not satisfy the requirements of the literature review.	Represents an initial effort, but requires more information, analysis and synthesis to formulate a satisfactory literature review; less than 8 references; includes inappropriate sources; APA citations incorrect or absent	Effective summary and synthesis of reference information related to project topic from at least 8 appropriate (varied) sources. Minimum of 3 pages. APA format for citations.	
REFERENCES	Inappropriate sources, insufficient number of resources, outdated resources. APA format for references incorrect or absent.	Needs greater breadth or more current resources to create a valid project. APA format for references incorrect or absent.	Sufficient number and variety of current and appropriate resources which relate well to the topic chosen. Uses APA format for references.	
<b>SECTION II 20%</b>				
TITLE PAGE	Components missing; includes spelling errors.	All components present, but not properly presented; includes spelling errors.	All components present, properly organized; no spelling errors.	
TITLE	Weak, needs work. Does not truly reflect the intent of the project.	Somewhat interesting, but a bit utilitarian. Acceptable relationship to the topic, but still vague	Effectively stimulates interest of reader; Provides information required to clearly identify focus of the topic.	
PROJECT PARTICIPANTS	Qualifications and skills of student and mentor not addressed.	Inadequate description of participants.	Qualifications and skills of student and mentor are included.	
GRAMMAR AND SPELLING	Very frequent grammar and/or spelling errors	Some errors, needs work	All grammar and spelling is correct	

APA FORMAT	No use of APA format	APA format applied for some citations and references; some errors and omissions noted.	APA format uniformly applied for all citations and references	
PROFESSIONAL APPEARANCE	Hastily thrown together.	Inconsistencies with typefaces, headings, spacing, margins or pagination.	Typeface, headings, spacing and margins are consistent among pages.	
<b>SECTION III required</b>				
PROJECT BUDGET	No assessment of budget has taken place.	Cost assessment needs work; adequate resources have not been included. No budget request form. completed	Realistic assessment of costs and resources necessary to do the project. Completed budget request form as needed.	
PROJECT PROPOSAL SIGNATURE SHEET	No signature sheet included	Information incomplete, signed by mentor	Information complete; signed by mentor	
TIMELINE	Unrealistic- Never going to happen as proposed!	Needs improvement in order to keep online with project and complete within allotted time.	Feasible and realistic	
MENTOR CONTRACT	Information incomplete, not signed by mentor, not submitted to Capstone Coordinator	Information complete, signed by mentor, not submitted to Capstone Coordinator	Information complete, signed by mentor, submitted to Capstone Coordinator	
PROJECT SUMMARY	Not provided	Provided, but lacks necessary elements.	Includes Project title, student's and mentor's names, and abstract, submitted as a separate copy.	

Use the following equation to assess student performance:

$$\frac{(\text{Avg. sec I} \times .8) + (\text{avg. sec II} \times .2)}{3} \times 100 = \underline{\hspace{2cm}} \%$$