

**Capstone Report Rubric:** This rubric is designed to help students write Capstone Project reports and assist faculty and mentors in the evaluation of Capstone Project reports in either draft form or final copy. 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 reports. Students are expected to provide a self-evaluation of their work by completing the rubric and handing it in with each submission. The evaluation of the written report will be determined by the following: Section 1 = 10 %, Section 2 = 75%, Section 3 = 15%. In addition, achievements in individual subsections of the rubric will be used to access the student's overall performance in relation to the objectives established for the Capstone Projects, as outlined in the instructions for preparing Capstone Project evaluations.

**Title of Report:** \_\_\_\_\_ **Student's name:** \_\_\_\_\_

	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
<b>1. Preliminary Pages 10%</b>					
Title Page	Absent	Components missing, title does not reflect intent of project; incorrect spelling.	All components present, title related to topic but a bit vague; misspelling included	All components present, title clearly identifies focus of topic; spelling correct.	
Abstract	No organization; vague, and full of information-free sentence (fillers); inappropriate inclusion of citations.	Inadequate organization; reader will have poor understanding of research/project; inappropriate inclusion of citations.	One component missing; reader will have fair understanding of the purpose and organization of the research/project; no citations; or may be too wordy.	Clear, concise & specific summary; includes purpose, methods used, results and significance of work, no citations (150 to 200 words).	
Acknowledgements	Absent	More than one standard professional acknowledgment is missing.	One component of standard professional acknowledgment is missing.	Includes standard professional acknowledgment of professional/ technical assistance & reviews, funding sources, and personal support.	
Table of Contents	Absent	Two or more major headings missing; incorrect paginations.	One major heading missing or one incorrect page.	All major headings included with correct pagination.	
List of Tables and Figures	Absent	Table and figure numbers listed in one section; two or more items missing or incorrect pagination.	Table and figure numbers listed in separate sections; one table or figure title missing or incorrect pagination.	Table and figure numbers listed in separate sections All table & figure titles included. Correct pagination.	
List of Appendices	Absent	Appendix items not labeled with capital letters. Two or more titles missing, incorrect pagination.	All appendix items labeled with capital letters. One appendix title missing or incorrect pagination.	All appendix items labeled with capital letters, titles included, with correct pagination.	

2. Text 75%					
Introduction	Does not give any information about what to expect in the report. Very little or no use of citations.	Identifies topic, but provides very little background information about the project topic. Rationale and strategy unclear. Insufficient or incorrect use of citations.	Presents specific topic of the project & general approach used; information included maintains transition from general to specific. Gives too much or irrelevant information; Sufficient and correct use of citations.	Presents a clear and concise lead-in to the report; includes some background information; moves from general to specific. Introduces topic, major questions/ hypothesis, rationale for study & general strategy used Sufficient and appropriate use of citations.	
Literature Review	No discernable context in which the project is set. A listing of references with a separate summary for each, resembling an annotated bibliography. Inappropriate references, fewer than 5 included. Very little or no use of citations.	Broader context in which the project is set is not easily discerned. Some literature unrelated to the research question. Minimal summary & synthesis of reference information. Lacking effective organization of introduction, body & summary. Five to seven references, a few inappropriate. Insufficient or incorrect use of citations.	Demonstrates the student's knowledge of the broader context in which the project is set (theories, concepts, and other pertinent information). Some measure of summary & synthesis of reference information included. Basic organization of introduction, body & summary are present, but sections incompletely developed. Eight to nine appropriate references. Sufficient and appropriate use of citations.	Demonstrates the student's knowledge of the broader context in which the project is set (theories, concepts, and other pertinent information). Literature clearly connected with project topic. Effective summary & synthesis of reference information. Includes introduction, body & conclusion. Ten or more appropriate references. Sufficient and appropriate use of citations.	
Methods	Not sequential, most steps are missing or are confusing. No reference to process of evaluation or analysis used. Includes significant reference to results or discussion. Very little or no use of citations.	Fails to implement tools and procedures effectively. Some steps are missing; some are understandable, and the rest are confusing or lack detail. Minimal reference to process of evaluation or analysis used. Includes some reference to results or discussion. Insufficient or incorrect use of citations.	Few gaps in the use of appropriate tools and procedures. All steps are included; most of them are understandable, while a few are confusing or lack detail. Adequate reference to process of evaluation or analysis used. No reference to results or discussion. Sufficient and appropriate use of citations.	Thorough and appropriate study design. Effective use of appropriate tools and procedures. Presents easy-to-follow steps which are logical and adequately detailed. Others could easily repeat the study. Thorough reference to process of evaluation or analysis used. No reference to results or discussion. Sufficient and appropriate use of citations.	

<p>Results</p>	<p>Incomplete report of data. No written summary of information gathered or analysis used. Data tables and/or figures are absent, missing information or inaccurate.</p>	<p>Most data reported; some summary of information gathered and analysis used, but no information regarding patterns or trends. Data tables and/or figures complete, minor inaccuracies, many ambiguous labels and/or unneeded embellishments. Tables and figures are not referenced in the text, or do not follow text where mentioned.</p>	<p>Complete report of data; some summary of information gathered and analysis used, made within the limits of the data and analysis, but patterns or trends unclear Both tables and figures accurate, but a few presented with ambiguous labels or unneeded embellishment. Most tables and figures referenced in the text and follow text where mentioned.</p>	<p>Complete report of data; summary of information gathered and analysis used, emphasizing important patterns or trends within the limits of the data and analysis. Data tables and figures neatly completed and totally accurate. Clear labels (e.g., units) and no graphical embellishments. Tables and figures are referenced in the text, and follow text where mentioned.</p>	
<p>Discussion</p>	<p>Presents an illogical explanation for findings and does not address any of the major questions. No organization and little demonstration of knowledge related to the subject. Very little or no use of citations.</p>	<p>Presents an illogical explanation for findings and addresses few major questions or the hypothesis which defined the project. Requires reorganization and more thorough demonstration of knowledge related to subject. Insufficient or incorrect use of citations.</p>	<p>Interprets and presents a logical explanation for the results, addressing some of the major questions or aspects of the hypothesis which defined the project. Some reorganization of information required, and a few gaps in knowledge related to subject. Some references to existing literature. Appropriate use of citations.</p>	<p>Interprets and presents a logical explanation for results, addressing the major questions or the hypothesis which defined the project. Coherent, logical organization. Demonstrates knowledge about subject and confidence in conclusions. Findings are linked to existing literature. Sufficient and appropriate use of citations.</p>	
<p>References</p>	<p>References mainly include inappropriate or outdated sources, insufficient number of references, and no standard format used</p>	<p>Some inappropriate or outdated sources, insufficient number of references, and no APA format</p>	<p>Appropriate and timely references but less than ten included. APA format used, but some errors present.</p>	<p>Ten or more appropriate and timely references included. APA format used correctly</p>	
<p>Appendices</p>	<p>Some items included not referred to in text, or are of no value to the reader; incorrect labels used and no titles.</p>	<p>Some items included not referred to in text; somewhat helpful to reader, but excessive; some items do not have proper labels or appropriate titles.</p>	<p>Items referred to in text, helpful to reader, but too complex or large to include in text; some items do not have proper labels or appropriate titles.</p>	<p>Items referred to in text, helpful to reader, but too complex or large to include in text; items properly labeled and have appropriate titles. present.</p>	

3. Presentation 15%					
APA format	APA format not used	APA format inconsistently applied to citations and references	APA format applied properly for citations and references most of the time	APA format uniformly applied for all citations and references	
Grammar & Spelling	Very frequent grammar and/or spelling errors.	More than a few errors.	Only two errors.	All grammar and spelling are correct.	
Professional Appearance	Hastily thrown together.	Inconsistency occurs with more than one of the following: typeset, headings, margins, or pagination.	An inconsistency occurs with typeset, headings, margins, or pagination, clean and held together securely or neatly bound in a report cover.	Typeset, headings and margins are consistent among pages, clean and held together securely neatly bound in a report cover.	
4. Other					
Timeliness	Report handed in _____ # days late (if 2 <sup>nd</sup> draft, no final report will be accepted).		Report handed in on time.		
Signature sheet	Absent		Incomplete, not signed by mentor	Complete, signed by mentor	

Use the following equation to assess student performance:

$$\frac{(\text{avg. sec I} \times .1) + (\text{avg. sec II} \times .75) + (\text{avg. sec. III} \times .15)}{4} \times 100 = \underline{\hspace{2cm}}\%$$