

PAUL SMITH'S COLLEGE CAPSTONE PROJECT

Instructions for Preparing a Capstone Project Evaluation

The evaluation of the Capstone Project, including the written report and the oral presentation, is designed to assess the project completed and to measure the student's learning based upon the proposal developed for the Capstone Project. An evaluation rubric, provided to students and evaluators, will be used to assess the quality of the Capstone Project Report prepared and will be incorporated into the determination of the final grade for the Capstone Project. Evaluators will complete forms for the written report and for the oral presentation which include the criteria for evaluation, a numerical scale of assessment, and space for the required narrative for each criterion. The narrative evaluation provides the opportunity to communicate to the students the quality of the student's work. It evaluates the student's learning, includes a summary of the learning activities associated with the Project, and discusses and qualifies the student's accomplishments. It may also include constructive criticism of the student's performance that may be useful to the student in future endeavors.

The mentor and the faculty evaluator for the Capstone project use the same evaluation form, however their perspectives of the completed Capstone Project may vary. The mentor will have interacted with the student over an extended time, and has the opportunity to assess the overall growth and academic accomplishments of the student in relation to the stated learning objectives. In contrast, the role of the faculty evaluator is to assess the effective implementation of the Project plan, and evaluate the written and oral components of the Capstone Project at its completion based upon those learning objectives.

The evaluation of the student's performance will be based on the objectives established for the Capstone Project which follow. The items in parentheses refer to parts of the Capstone Project Report rubric which may reflect these objectives.

Upon successful completion of the Capstone Project, students should be able to:

1. Integrate knowledge acquired in their field of interest to the completion of the Capstone Project; (Introduction, Methods)
2. Demonstrate analytical proficiency and critical thinking skills; (Methods, Results, Discussion)
3. Conduct thorough research and utilize data collected in the formulation of a project or thesis; (Methods, Literature Review, Discussion)
4. Incorporate an understanding of others' ideas or values from literature and collected data, and broaden their approach to problem solving; (Literature Review, Discussion)
5. Communicate effectively in written documents and oral presentations. (Complete Report, Oral Presentation Rubric)

Please provide a summary of your Capstone Project evaluation, and if appropriate, comments pertaining to student performance during the work on the Capstone Project. The students may receive copies of these final comments. In the space below, please indicate a suggested grade based upon your overall evaluation.

Name of Evaluator _____

Position: Mentor Div. Eval.
Cap. Coord.

Signature _____

Date _____

Suggested grade _____

**PAUL SMITH'S COLLEGE
CAPSTONE PROJECT**

Peer Evaluation

Name _____ Date _____

Capstone Project _____

Each individual will rate all of the members of their group at the end of the Capstone Project. Please assign scores that reflect how you really feel about the extent to which the other members of your group contributed to your learning and/or your group's performance. This will be your opportunity to reward the members of your group who actually worked hard on your behalf. Individual peer evaluation scores will be the average of the points they receive from the members of their group. The peer evaluation score will be used to modify the final grade for the Capstone Project. If the student receives an average score of 10, he/she will receive the full grade value of the project. If he receives an average of 9, he/she will get a final grade of %90 of the full grade value of the project, etc.

Instructions: In the space below, please rate each of the other members in your group. To complete the evaluation, you should:

- a. List the name of each of the other members of your group in alphabetical order of their last names.
- b. If your group has 2 people, assign up to 10 points
 3 people, assign up to 20 points
 4 people, assign up to 30 points
- c. Do not give anyone more than 15 points; also, you do not have to distribute all possible points- don't give them away if people didn't earn the points.

Group Member	Score
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- 1.
- 2.
- 3.
- 4.

Additional Feedback: On the back of this page, please describe your reasons for your highest and lowest ratings. These comments may be used anonymously to provide feedback to students who are interested in receiving it.

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CAPSTONE PROJECT**

Oral Presentation Evaluation Form

Rate the speaker on each point:

5 4 3 2 1
Excellent Good Average Fair Poor

Speaker _____

Topic _____

Introduction

- ___ gained attention and interest
- ___ introduced topic early
- ___ established credibility
- ___ previewed body of speech

Comments

Body

- ___ main points clear
- ___ main points fully supported
- ___ organization well planned
- ___ language accurate
- ___ language clear, concise
- ___ language appropriate
- ___ connectives effective

Conclusion

- ___ prepared audience for ending
- ___ reinforced central idea

Delivery

- ___ maintained eye contact
- ___ used voice effectively
- ___ used nonverbal communication effectively
- ___ presented visual aids well
- ___ presentation adapted to audience
- ___ completed on time