Project Report Evaluation Guide

Student: _____ **Date Submitted:** _____

Mentor/Reader: _____

Project Title: _____

_____

Content	Length	Evaluation (Please Circle) 1 = Poor 2 = Fair 3 = Good 4 = Excellent				Comments and/or Recommendations
Title Page (Reflecting a clear and concise title)		1	2	3	4	
Table Of Contents		1	2	3	4	
Abstract (Brief Summary)		1	2	3	4	
Introduction (Narrative prelude)	2-4 Pages	1	2	3	4	
Description (Narrative, logical overview, major activities and significant events)	25-50 Pages	1	2	3	4	
Project Goals Evaluation	5-6 Pages	1	2	3	4	
Professional Goals Evaluation	3-4 Pages	1	2	3	4	
Project Analysis and Reflection (How student grew and what was learned)	5-7 Pages	1	2	3	4	
Theological Analysis and Reflection (2-4 issues arising during project)	6-8 Pages	1	2	3	4	
Further Implementation (adaption and future use)	3-5 Pages	1	2	3	4	
Total Pages (50-85) ⟶						
Appendices (Evaluation tools, teaching plans, date, etc.)		1	2	3	4	
Selected Bibliography		1	2	3	4	

Form/Style		Evaluation (Please Circle) 1 = Poor 2 = Fair 3 = Good 4 = Excellent				Comments and/or Recommendations
Turabian and Handbook Format		1	2	3	4	
Grammar		1	2	3	4	
Spelling		1	2	3	4	
Writing Style		1	2	3	4	

Overall Evaluation

Content:

☐ **High:** Excellent in all or most areas.

☐ **Satisfactory:** Competent work, good quality, though falling short of excellence.

☐ **Fail:** Substance is inadequate.

Form/Style

☐ **Pass:** Errors are of a minor nature, not unduly numerous, and overall do not detract seriously form the Final Project Report.

☐ **Fail:** Errors are more serious in nature and detract seriously from the Final Project Proposal.

Final Grade

☐ **High:** Excellent in all or most areas

☐ **Satisfactory:** Competent work, good quality, though falling short of excellence.

☐ **Low:** Acceptable work, but below average quality and less than the student's best.

☐ **Fail:** Substance is inadequate; student will be asked to meet with ProDoc to determine a plan for completion of the degree program.

NOTE: The ProDoc may require changes (stylistic or content) to be made in the project report before it is placed in the library.